

**ECF USER'S REFERENCE MANUAL
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Creating a PDF Document

There are two primary methods for creating PDF documents: formatting text documents into PDF at the time of creation or scanning imaged documents from paper into PDF. Of these two methods, formatting at the time of creation is preferable. This method reduces the amount of labor involved, requires less storage space, and allows for text search capability.

When Adobe Acrobat is installed on your system, the PDF Writer installs a printer driver. Therefore, when text document is converted to PDF format it is done similarly to printing the document. Users will often refer to PDF creation as “printing the document in PDF.”

The PDF Writer is the recommended tool for creating PDF documents from word processing programs. Adobe Acrobat also contains a tool called the Acrobat Distiller. The Acrobat Distiller gives more precise control for documents containing graphics or embedded images.

The PDF Writer is the more basic of the two and works well for simple text documents. The PDF Writer works well for court documents which rarely contain graphics.

Creating PDF Files from Word Processors

Converting a word processed document to a PDF file is as simple as printing it to a standard printer if you have Adobe Acrobat installed on your computer. Once you have completed the word processed document or have opened a saved word processed file, you proceed as follows:

- ◆ Select File > Print, **Figure 1**.
- ◆ Choose Acrobat PDF Writer from the Name menu in the printer selection box, **Figure 2**, and click [Print].

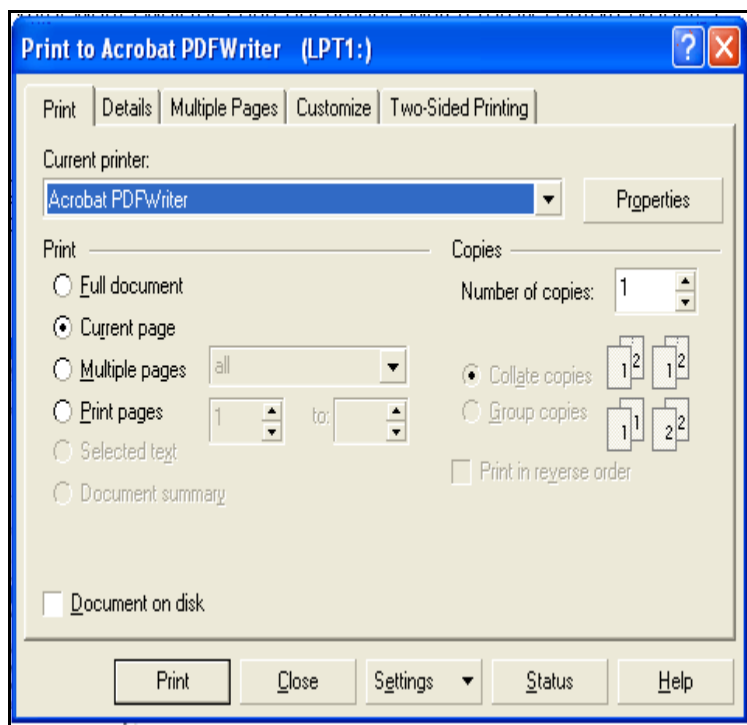


Figure 2

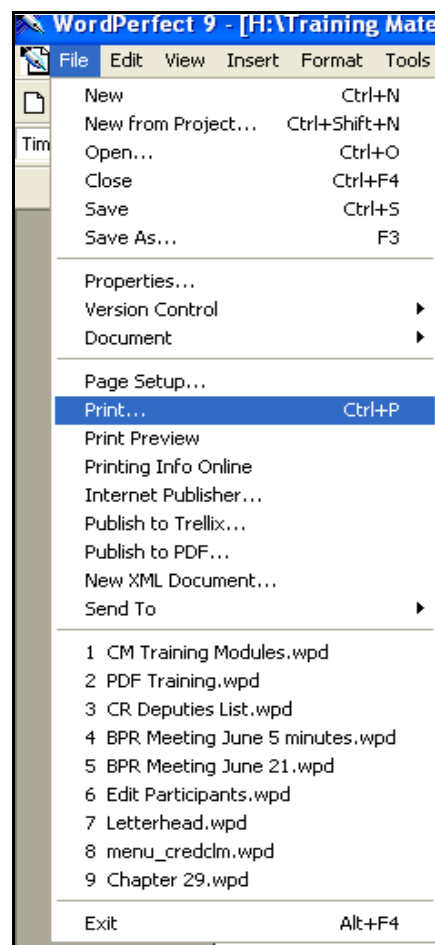


Figure 1

- ◆ In the Save PDF File As dialog box, **Figure 3**, choose the location to save the PDF document/file. Enter a file name for your document/file and verify that the “Save as type” contains the extension for PDF files (*.PDF). Click **[Save]**.

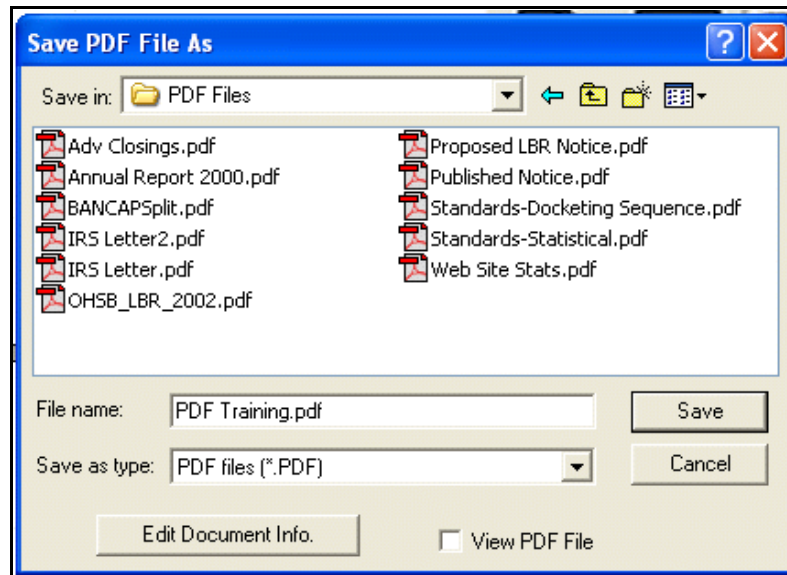


Figure 3

- ◆ Your word processed document has now been saved as a PDF document/file.

Scanning Paper Documents into PDF

For those documents that must be imaged, the preferred method is to scan the document directly into PDF format using Adobe Acrobat. Scanning to a format other than PDF adds both delay and labor. It requires not only the document to be scanned but also to be converted into PDF format after scanning. The process for scanning a document directly into PDF format is as follows:

- ◆ Launch Adobe Acrobat. This may be done by clicking on the Adobe Acrobat icon or by clicking on Start > Programs > Adobe Acrobat.
- ◆ Select File > Import > Scan, **Figure 4**.

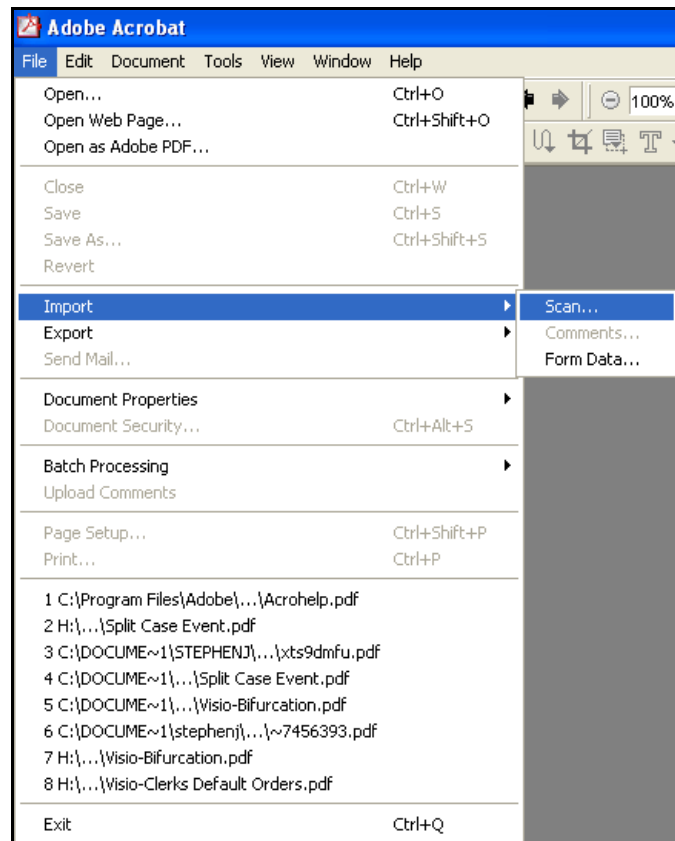


Figure 4

- ◆ An Acrobat Scan Plug-in dialog box will appear, **Figure 5**. Verify the correct scanning device and format; then click **[Scan]**.

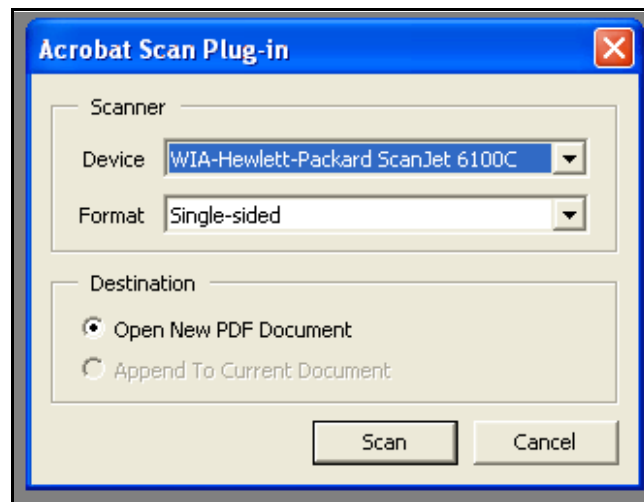


Figure 5

- ◆ A scan dialog box will appear, **Figure 6**. Select the appropriate setting for the document you are scanning. Almost always, the document should be scanned in black and white, so that the file size will be as small as possible. However, there are some documents (those with shaded boxes, for example) that may need grayscale instead. Click **[Scan]**.

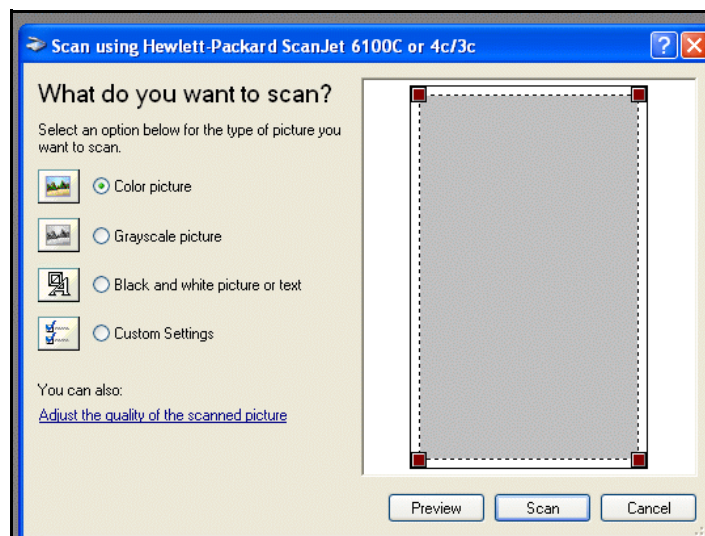


Figure 6

Note: Scan dialog boxes will vary depending on printer brands and/or models.

- ◆ Another Acrobat Scan Plug-in dialog box will appear, **Figure 7**. If multiple pages are being scanned, remove the previously scanned page from your scanner and insert the next page to be scanned; click **[Next]**. Once you have scanned all pages, click **[Done]**.

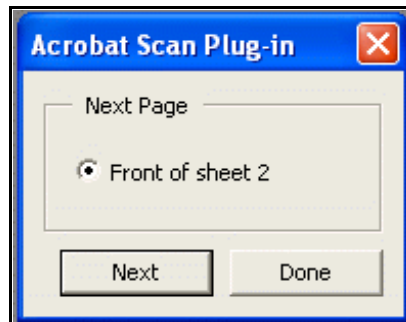


Figure 7

- ◆ Once you have clicked the **[Done]** button, Adobe will open up your scanned document. The document can now be saved as a PDF file by selecting File > Save/Save As.
- ◆ In the Save PDF File As dialog box, **Figure 8**, choose the location to save the PDF document/file. Enter a file name for your document/file and verify that the "Save as type" contains the extension for PDF files (*.PDF). Click **[Save]**.

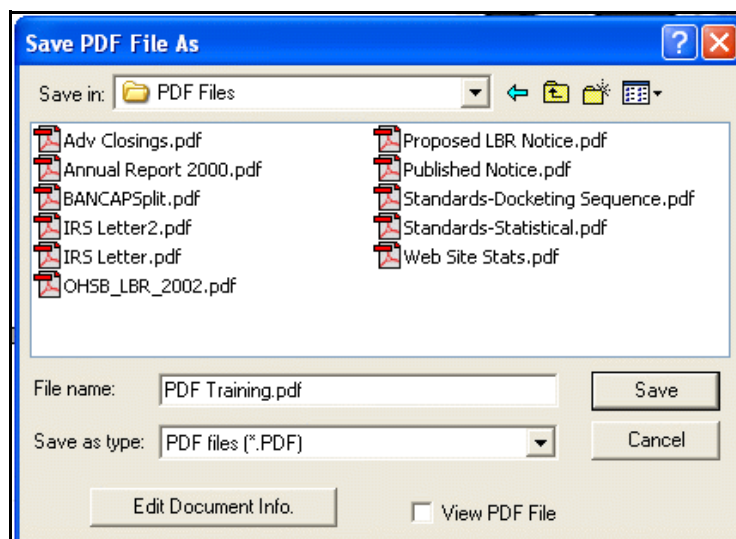


Figure 8

Accessing CM/ECF

The CM/ECF system is a web based software program. At this time Netscape Navigator 4.7 (or earlier versions) web browser has been tested and recommended for use with this program.¹ CM/ECF court users process cases through the federal courts' restricted intranet while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality as determined by their needs.

STEP 1 To access the court web site, open Netscape Navigator and enter the URL (address) of the court's computer in the browser's Location field. **(See Figure 1.)** Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

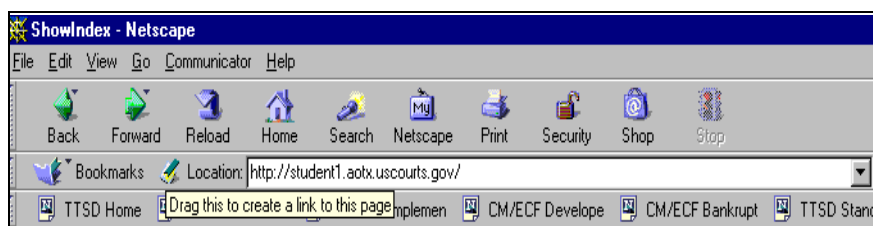
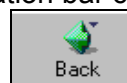


Figure 1

NOTE: For quick access to this site in the future, set a bookmark or create a button on your navigation bar, **(See Figure1.)**

The Back button on your Netscape navigation bar can be used to back up in case processing or queries at any time.



You will find that the Back button and the Forward button will allow you added flexibility in case processing.



¹Users will be notified when Internet Explorer and more recent versions of Netscape can successfully be used for CM/ECF.

STEP 2

The **CM/ECF CERTIFICATE NAME CHECK** screen may display next. You may see a series of security screens similar to this.



Figure 2

- ◆ Click **[Continue]** and read the security information until the **[Finish]** button appears.

STEP 3**Logins and Passwords**

Internet users (attorneys, trustees and, in some courts, certain creditors) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Registered Internet users will see a login screen as pictured below. (See **Figure 3a.**)

Figure 3a

Participants will initially enter their CM/ECF login and password which has been issued

by the court on this screen. This login and password allows electronic filing of documents, not access to reports or queries.

Most courts consider the registered user's login and password the electronic equivalent of their signature. This concept is generally incorporated into the court's General Order on Electronic Filing or by Local rule.

Your **Login** and **Password** fields are case sensitive. A login of thomask should not be entered as Thomask or THOMASK. The password cannot exceed 8 characters and should not include special characters (%,#,\$,%).

The **client code** field is optional and is used for PACER users to associate this activity to specific customers.

If an error is made entering login and password information before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter information.

This login screen will subsequently appear when web users select any report or query selection from a CM/ECF menu. The PACER program charges 7¢ per page. After running a report or query, a PACER summary of pages and costs will appear at the end. A user will be advised of how many pages have been selected before accepting the information and/or charges for pdf documents only.

PACER information and registration is available at <http://pacer.psc.uscourts.gov/>

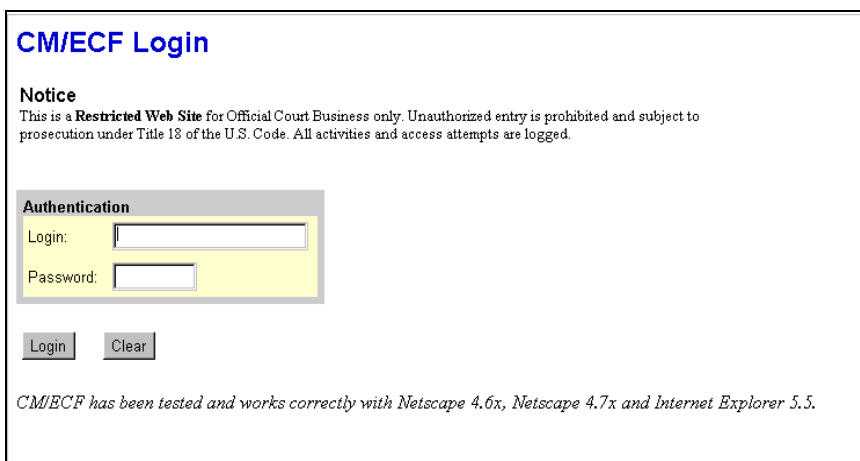
The PACER Service Center bills users only when annual usage exceeds \$9.99, e.g., If on December 31, a participant owes \$9.56, no bill will be issued for that year and a new billing cycle will begin January 1 of the next year. Copies of case files are still available at the court for \$.50 per page.

All users are personally responsible for activity with their logins. Participants can also be given access to maintain their login and password, address and e-mail preferences.

The PACER site also offers free Internet access to a series of CM/ECF tutorials for attorneys and other web users through a series of Computer Based Training (CBT) modules. No login or password or charge is required for this feature. The lessons can be done at your PC in individual modules at the convenience of the student. Screens replicate the CM/ECF environment and are interactive.

Access to this resource is available at <http://www.pacer.psc.uscourts.gov/ecfcbt/>.

The court user CM/ECF login screen is pictured in **Figure 3b**.



CM/ECF Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Authentication

Login:

Password:

CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.

Figure 3b

STEP 4

The **CM/ECF MAIN MENU** screen is pictured in Figure 4.



Figure 4

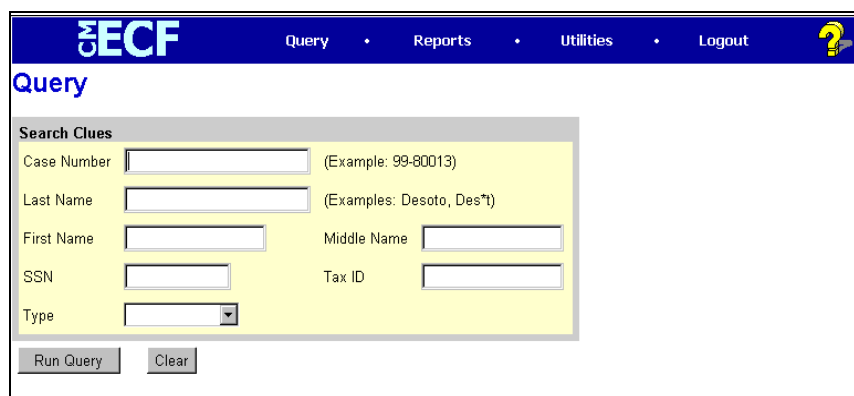
Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, generate reports or maintain the system.

This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.

Public Access

Bankruptcy case information on CM/ECF is available to the public through participating court Internet sites. For instance, the bankruptcy court in the Eastern District of Virginia can be accessed by typing this URL, www.vaeb.uscourts.gov, in the Location Box of your browser. A PACER login is universal and may be used at multiple courts for access to reports and queries.

Inquiries can be made through Public Case Query which provides search capabilities by case number or name. (See Figure 5.)



The screenshot displays the CM/ECF Query interface. At the top, there is a blue navigation bar with the CM/ECF logo and links for Query, Reports, Utilities, and Logout. Below the navigation bar, the word "Query" is prominently displayed. The main section is titled "Search Clues" and contains several input fields: Case Number (with an example: 99-80013), Last Name (with examples: Desoto, Des*t), First Name, Middle Name, SSN, Tax ID, and a Type dropdown menu. At the bottom of the search area, there are two buttons: "Run Query" and "Clear".

Figure 5

PACER gives participants access to a CM/ECF court calendar, a cases report, claims register, creditor matrix and case docket sheets. This information is current and is updated with activity in real time.

CM/ECF registered users can subscribe to electronic notification of any filing on any case within the district. These notices are received through the participants e-mail program. Notices can be monitored throughout the day or by requesting a daily summary of activity of all the cases they have signed up for. Every user can access a copy of the PDF document that has been filed **once without charge**. It is advisable to save or print this file. Subsequent requests through the document's hyperlink will produce the standard PACER login screen and the user will be charged the appropriate amount per page.

CM/ECF Maintain User Accounts *For Trustees and Attorneys*

All CM/ECF users will be issued an account with a user login and password. The CM/ECF login provides registered users the ability to submit pleadings electronically to the court. Public users (attorneys, trustees, and creditors) must also log into PACER to inquire on cases or look at reports. Existing PACER logins and passwords will be accepted.

Non-court users can access their own account information through the Maintain Your ECF Account menu. Using this option, participants can update their name, mailing and E-mail addresses, phone and fax numbers, and password. Users can therefore control the accuracy of their own information in a timely manner.

This module explains how attorneys and trustees can update:

- ◆ user name, address and other party data
- ◆ E-mail information
- ◆ electronic noticing preferences
- ◆ user login and passwords.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 After clicking on **Utilities** on the CM/ECF Main Menu bar, select Maintain Your ECF Account, which is found under the **Your Account** sub-menu. (See Figure 1.) Your UTILITIES screen may vary from the one displayed in this example.



Figure 1

STEP 2 Your user account screen will appear displaying your current account information. (See Figure 2.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Maintain User Account

Last name First name

Middle name Generation

Title Type

Office

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

SSN Tax Id

Bar Id Bar status Mail group

Initials DOB AO code End date

Email information... More user information...

Submit Clear

Figure 2

- ◆ Update your personal information on this screen. When it is correct, click **[Submit]** to save the changes. If the **[Submit]** button is not used, the record will not be modified.
- ◆ The **[Email information...]** and **[More user information]** buttons provide further screens to modify your user profile. The following pages will explain these features in more detail.

STEP 3

The E-MAIL INFORMATION screen presents options for control of your electronic notification on each court's CM/ECF system. (See Figure 3.)

The screenshot shows the 'E-mail information for D.L. Wilson' screen. At the top is a blue navigation bar with the 'ECF' logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area has a title 'E-mail information for D.L. Wilson'. Below this is a text box for 'Primary e-mail address' containing 'DLWilson@lawfirm.net'. Underneath is a section 'Send the notices specified below' with two checkboxes: 'to my primary e-mail address' (checked) and 'to these additional addresses' (unchecked). Below these are two more checkboxes: 'Send notices in cases in which I am involved' (checked) and 'Send notices in these additional cases' (unchecked). Further down are two radio buttons: 'Send a notice for each filing' (selected) and 'Send a Daily Summary Report' (unselected). The 'Format notices' section has two radio buttons: 'html format for Netscape or ISP e-mail service' (selected) and 'text format for cc:Mail, GroupWise, other e-mail service' (unselected). At the bottom are two buttons: 'Return to Account screen' and 'Clear'.

Figure 3

You can request e-mail copies of notification on all cases to which you are a party or only on specific cases. You can receive e-mail activity throughout the day or a daily summary of all noticing activity. "All activity" includes notification of claims as well as other entries to a case.

Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

Each section on the E-MAIL INFORMATION screen is explained below:

- ◆ **Primary E-mail address.** This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish a separate E-mail account for CM/ECF activity from your routine E-mail correspondence.

◆ **Send the notices specified below...**

☐ **to my primary E-mail address**

To activate CM/ECF notification you must first check the box next to your E-mail address.

☐ **to these additional addresses**

You may have notices sent to other E-mail addresses besides your primary E-mail address. (Paralegals or chambers staff may want to share this notification activity.) When entering multiple E-mail addresses, separate each address with a semi-colon.

☐ **Send notices in cases in which I am involved**

Checking this box will automatically inform the user when any filing has been submitted in a case where this person is a participant. Chapter 7 panel trustees and offices of the U.S. Trustee may find this advantageous for new filings as well as routine case activity.

☐ **Send notices to these additional cases**

You do not have to be a participant in a case to receive notification of activity. Trustees and attorneys can elect to be notified of activity in cases in which they have an interest but are not parties to the case. Court and chambers staff can monitor cases through this process also. It is possible to select both options.

NOTE: This list is maintained by each user. As you are involved in more cases or as cases close, you must update this screen.

◆ **Send a notice for each filing.**

Checking this box means you will receive E-mail notices when activity occurs throughout the day to the account(s) specified above. The title of the E-mail will describe the type of filing and the case number.

◆ **Send a Daily Summary Report**

A comprehensive list of one day's activity can be sent once a day. Notifications for claims will also be included in this mail list. (See Figure 3a.)

A Summary report includes the case numbers and titles of cases in which activity occurred for that day. The text of the Summary E-mail notification will display the docket event and the document number (including the hyperlink).

NOTE: You cannot elect to receive both separate notices and the summary report.

Bruce Williams	11/26/2001	8511	Summary of ECF Activity
----------------	------------	------	-------------------------

[99-11228-lmc Michael Holdman and Wendall Holdman Notice of Appearance](#) [5](#)
[5-01-50021-lmc John Adams and Mary Adams Proof of Claim Filed](#) [1](#)
[5-01-50021-lmc John Adams and Mary Adams Proof of Claim Filed](#) [2](#)

Figure 3a



Format notices

Enter the E-mail delivery method. This selection will be determined by your E-mail type.



html format for Netscape or ISP E-mail servicer

The html format will include hyperlinks to the document or claim. (See Figure 3b.)

Notice of Electronic Filing
The following transaction was received from Clarence I. Longsdale entered on 9/5/2002 at 9:40 AM CDT and filed on 9/5/2002 CDT
Case Name: Dale I Danniels
Case Number: 99-10009
Document Number: 14
Docket Text:
Objection to Claim Filed by Debtor Dale I Danniels . (Wilson, Joe)

Figure 3b

- ❑ **text format for cc:Mail, GroupWise, other E-mail service**
Text format will feature the URL of the PDF document which can be copied and pasted into the location bar of your browser. **Figure 3c** shows an example of a text formatted notice.

Notice of Electronic Filing
The following transaction was received from Abraham P. Bellows on 1/23/2001 at 3 :51 PM CST

Case Name: William Wonka
Case Number: 97-13259 <https://bkecf-train.aottd.uscourts.gov/cgi-bin/DktRpt.pl? 252>
Document Number: 2
Copy the URL address on the line below into the location bar of your Web browser to view the document: https://bkecf-train.aottd.uscourts.gov/cgi-bin/show_case_doc?2,252,,169281,

Figure 3c

- ◆ When you have entered your E-mail preferences, click on **[Return to Account screen]**.
- ◆ Click on **[Submit]** to save the changes.

STEP 4 The **SELECT THE CASES TO BE UPDATED** screen will then appear for the user to select the effected cases. (See **Figure 4.**)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Searching for existing Attorney Records
Select the cases to be updated

CAUTION: If you modified name, SSN, Tax ID, or Bar ID on the previous screen, the new values will be recorded for ALL cases to which the person is linked. Modifications of other items will be recorded ONLY for those cases you select below. Click the question mark on the menu bar above for more information.

*** Update All ***

- 1999-10436 Travis Houston
- 1999-11223 Pinzy Wilson
- 1999-11228 Michael Holdman and Wendall Holdman
- 1999-11228 Michael Holdman and Wendall Holdman
- 2000-10003 Watson Parker
- 2001-10002 Sue Smith
- 2001-10011 Tools "R" Us
- 2001-10015 Karen Houghston
- 2002-10070 Walter J. Daniels

Submit Clear

Figure 4

NOTE: Modifications to NAME, SSN, TAX ID, or BAR ID will automatically update ALL cases.

- ◆ Select desired cases and then click **[Submit]**.

The screen in **Figure 4a** is used to confirm the information which has been submitted. If you checked any of the boxes for sending notices for each filing, or sending a Summary report, this screen will indicate the option is turned “on”.

The screenshot shows the ECF system interface with a blue header bar containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area displays the following text:

Updating person record...
Update Person Prid: 333454

The update was successful.... prid 333454 - D.L. Wilson

The update was successful...

Set up automatic e-mail notification complete for D.L. Wilson
Send Notification in all cases for which you represent a party = on
Send Notification to primary e-mail address = on
Case list:
[99-11223 Pinzy Wilson](#)
[99-11225 Timothy Tisdale and Barbara Tisdale](#)

E-mail notice of electronic filings for selected cases= on
Summary e-mail = off
Primary e-mail Address: DLWilson@lawfirm.net
Additional e-mail Address:

Figure 4a

Any additional case numbers (and hyperlinks) will be displayed under the **Case list:** heading. If invalid case numbers were entered, you will receive an error message after submitting the data and be given the chance to back up and enter a valid number.

STEP 5

If you click on **More user information** from your account screen, your login and password information will be displayed (See Figure 5.)

The screenshot shows the ECF system interface with a blue header bar containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area displays the following text:

More User Information for D.L. Wilson

Login	<input type="text" value="wilsondl"/>	Last login	09-05-2002 13:19
Password	<input type="password" value="*****"/>	Current login	09-05-2002 13:19
Prid	333454	Create date	06/04/2001
Registered	Y	Update date	11/15/2001

Internet Credit Card

Groups Attorney

Figure 5

- ◆ You can change your own login and/or password here.

Remember:

- Logins and passwords are case sensitive.
- These are alphanumeric fields
- Passwords have a maximum of 8 characters
- When you enter a new password it is displayed on the screen. Your subsequent queries to this screen will show only asterisks.
(No one will be able to tell you what your password is. Contact the court if you forget your password.)

- ◆ When you have entered the information as desired, click on **[Return to Account screen]**.

STEP 6 Your user account screen will appear again (See Figure 6.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Maintain User Account

Last name First name

Middle name Generation

Title Type

Office

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

SSN Tax Id

Bar Id Bar status Mail group

Initials DOB AO code End date

Figure 6

- ◆ When all of your account information is correct, click **[Submit]** to finish processing.

STEP 7 A list of the cases you are associated with will then appear
(See Figure 7.)



The screenshot shows the CM/ECF Attorney/Trustee interface. At the top, there is a navigation bar with the following links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A question mark icon is also present. Below the navigation bar, the text reads: "Searching for existing Attorney Records" and "Select the cases to be updated". A caution message follows: "CAUTION: If you modified name, SSN, Tax ID, or Bar ID on the previous screen, the new values will be recorded for ALL cases to which the person is linked. Modifications of other items will be recorded ONLY for those cases you select below. Click the question mark on the menu bar above for more information." Below the caution message is a list of cases, each preceded by a date and a case number. The list is enclosed in a box with a title bar that says "Update All". The cases are: 1999-10436 Travis Houston, 1999-11223 Pinzy Wilson, 1999-11228 Michael Holdman and Wendall Holdman, 1999-11228 Michael Holdman and Wendall Holdman, 2000-10003 Watson Parker, 2001-10002 Sue Smith, 2001-10011 Tools "R" Us, 2001-10015 Karen Houghston, and 2002-10070 Walter J. Daniels. At the bottom of the list are two buttons: "Submit" and "Clear".

Figure 7

- ◆ If you want this new information to apply to all of the cases, click on **[***Update All***]** at the top of the list. To change information only on certain cases, hold down the **[Control]** key after selecting the first case number and click on the others, one at a time, to highlight them.
- ◆ When you have all of the desired cases or **[***Update All***]** highlighted, click **[Submit]** to apply the new information.
- ◆ The system will update the records and inform you that they were updated. You can then click on another selection in the **CM/ECF Main Menu Bar**.

NOTE: Modifications to NAME, SSN, TAX ID, or BAR ID will automatically update ALL cases.

Bankruptcy Case Opening

For Attorneys

This process shows the steps and screens required for attorneys to open a bankruptcy case on CM/ECF. The case is a chapter 7, no asset, individual consumer.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. (See Figure 2)



Figure 2

NOTE: Because of differences between courts, your actual menu options may vary from this list.

- ◆ For further information on each of these categories, click the **HELP** icon on the CM/ECF Main Menu Bar (the question mark, pictured below). That will bring up a help screen. (See Figure 2a.)

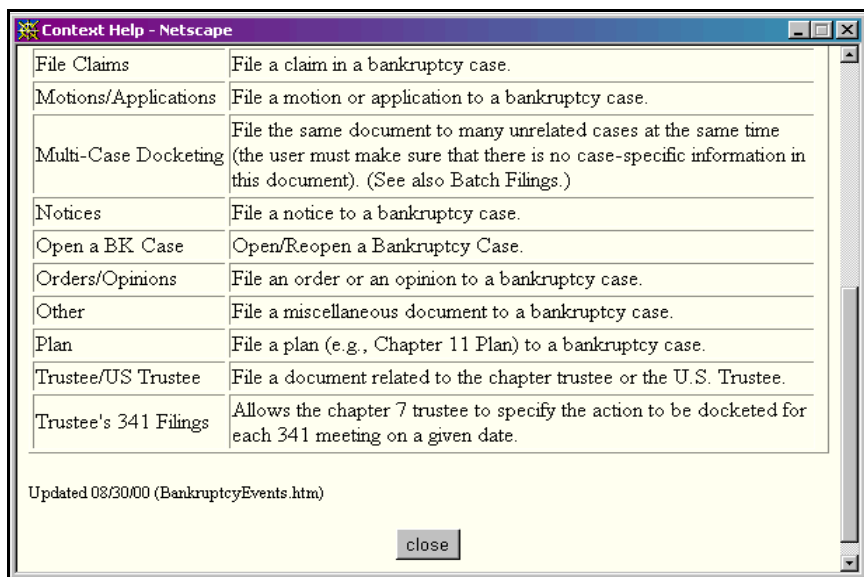


Figure 2a

- ◆ This screen gives you more information about the menu selections. To see information for other options, scroll down using the arrows or scroll bar on the right. (See Figure 2a.)
- ◆ To close this help screen, click on the "X" in the top right corner of the screen, or click on the **[Close]** box at the bottom of the screen. This will return you to the Bankruptcy Events screen.

STEP 3 At the Bankruptcy Events screen, click on the Open a BK Case hyperlink. The Open New Bankruptcy Case screen will display (See Figure 3.)



CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open New Bankruptcy Case

Case type

Date filed 8/20/2002

Chapter

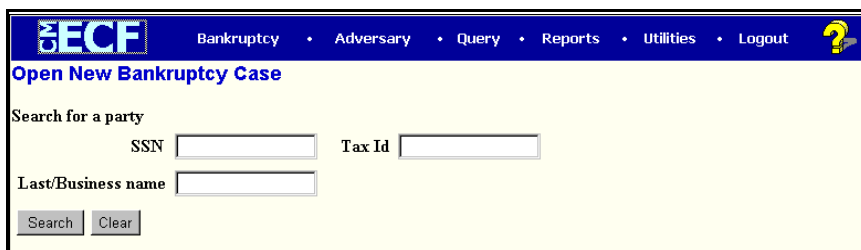
Joint Petition

Deficiencies

Figure 3

- ◆ The case number will be generated later in this process and will be displayed on the Notice of Electronic Filing.
- ◆ The Case Type will always be **bk**. Leave it as it is.
- ◆ The current date will always be displayed in the **Date Filed** field.
- ◆ Select the **Chapter** from the pick list box, or skip it if the default is correct.
- ◆ The default value for **Joint Petition** is **n** (no); for a Joint filing select **y** (yes).
- ◆ If there are any required items missing from the petition, change the **Deficiencies** box from **n** to **y**. A deficiency list will then be presented on a later screen.
- ◆ When this screen is correct, click [**Next**] to continue.

STEP 4 The **PARTY SEARCH** screen displays. (See Figure 4.)



CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open New Bankruptcy Case

Search for a party

SSN Tax Id

Last/Business name

Figure 4

- ◆ This screen is for you to enter the parties on the case. Before you add the debtor, or any party, you should search the database to see if that party already exists in the database from another case, to eliminate duplicate records in the system. You can search by Social Security Number, Tax Identification Number, Last Name or Business Name.
 - You can enter the last name to search the database. If this is a business filing, enter the first word or significant words of the business name to search. The entire business name is stored in the **Last/Business name** field. The field size is 200 characters.

Search Hints

- Enter one field of data for each search.
- Format Social Security Number or TaxID with hyphens.
- Include punctuation. (Garcia-Carrera)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) should not be used at the end of search strings.
- Wild cards may be used before or within search strings. (*son,Gr?y)
- The asterisk * should not be used by itself. It will search ALL records in the database and use unnecessary system resources.

- ◆ In this lesson, we will enter the debtor's last name and click **[Search]**.

NOTE: The entire name of businesses resides in the **Last/Business** field. Therefore, for business filings, entering the first part of the name may be sufficient to find a match.

STEP 5 If there are no matches, the system will return a **No Person Found** message. (See Figure 5a.)

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a yellow search area. It contains a 'Search for a party' section with input fields for 'SSN' and 'Tax Id', and a 'Last/Business name' field. There are 'Search' and 'Clear' buttons. Below this is a 'Party search results' section which displays the message 'No person found.' and a 'Create new party' button.

Figure 5a

NOTE: Your name search may find more than one record having the same name as shown in **Figure 5b**. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

Figure 5b

- ◆ Once you have tried alternative searches and determined that the party is not already on the database, you can add them to the database. Click **[Create New Party]**.

STEP 6 The **PARTY INFORMATION** screen displays. (See **Figure 6**.)

Figure 6

- ◆ Enter the debtor's **Name** and **Address** information in the appropriate boxes . (For this lesson, our debtor is Walter Daniels.)

NOTE: Do not use special characters such as parentheses, brackets, or percent signs. These codes may cause problems with the BNC noticing program.

- ◆ Select the debtor's **County** of residence from the pick list box.

NOTE: Type the first letter of the county name for a faster search.

- ◆ For this lesson, leave **ProSe** as **no**.
- ◆ When adding a party, the **Role Type** will default to blank. To change the **Role Type**, expand the pick list by clicking on the down arrow and select the correct party role.

NOTE: You must change the role type from blank to a valid party role before the system will allow you to continue.

- ◆ Enter further descriptive text for the debtor in the **Party text** field, if appropriate (such as A Connecticut Corporation, Guardian of the Estate, etc.)
- ◆ It is not necessary to add the attorney representing the debtor. Your name will be linked to the party you are representing automatically at the end of this transaction. Your login will furnish your attorney information to the system.
- ◆ If the party has an alias, click the **[Alias]** button.

STEP 7 The **ALIAS** screen appears. (See Figure 7.)

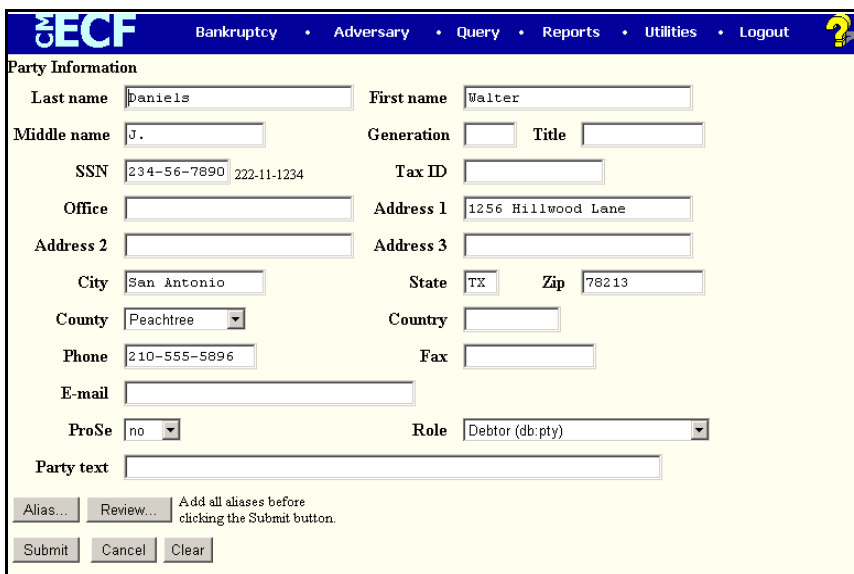
	Last/Business name	First name	Middle name	Generation	Role
1	Daniels	Walt			aka ▼
2					aka ▼
3					aka ▼
4					aka ▼
5					aka ▼

Click the Add aliases button to return to the Party screen and submit all information for this party.

Figure 7

- ◆ You can enter up to five alias names at a time. **Alias Role** selections include aka, dba, fdba, and fka.
- ◆ Click **[Add aliases]**.

STEP 8 The **PARTY INFORMATION** screen reappears. (See Figure 8a.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Party Information

Last name First name

Middle name Generation Title

SSN 222-11-1234 Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Alias... Review... Add all aliases before clicking the Submit button.

Submit Cancel Clear

Figure 8a

- ◆ Clicking on the **[Review]** button at any time presents a screen summarizing the attorney and alias activity for this debtor. (See Figure 8b.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Review attorneys and aliases

Walter J. Daniels

[Uncheck to remove from list](#)

Attorneys added:

None added.

Aliases added:

☒ Daniels, Walt (aka)

Figure 8b

- ◆ Verify the information.

- ◆ Be careful about clicking the **[Clear]** button. You could accidentally delete information.
- ◆ Click **[Return to Party Screen]**.

STEP 9 The **PARTY INFORMATION** screen will return again as shown in **Figure 8a**. If you are finished adding information for this new party, click **[Submit]** to continue with Case Opening.

NOTE: If this were a joint debtor filing, a **JOINT DEBTOR PARTY** screen would appear next.

STEP 10 Next, the system will display a screen confirming the assignment of the Divisional Office code. The assignment is based on the country code or zip code of the debtor. (See **Figure 10**.)

Figure 10

STEP 11 The **STATISTICAL DATA** screen appears next. (See **Figure 11**.)

Figure 11

- ◆ Select the **Type of Debtor** by clicking in the appropriate box(es).

- ◆ The **Fee Status** values are Paid and Installment. If the petition is accompanied by an Application to Pay Filing Fees in Installments, you would select Installment from the pick list box.
- ◆ Designate the **Nature of Debt** as Consumer or Business.
- ◆ The default value is for a **Voluntary** Petition. For Involuntary Petitions, select **Involuntary** from the pick list box.
- ◆ Enter the correct **Origin** code from the values Original, First Reopen, Second Reopen, Third Reopen, Split or Inter-District Transfer (Split and Inter-District are for Court-Use Only). No action is necessary if this is the first filing; the default value of Original is correct for this exercise.
- ◆ **Date Split/Transfer (Court-Use Only)** is only necessary when a joint debtor splits from the original case or if this case was transferred in from another district. Leave this field blank.
- ◆ Choose Yes or No for **Asset notice** designation.
- ◆ Select the range of **Estimated Creditors** from the pick list box.
 - 1 -15
 - 16 - 49
 - 50 - 99
 - 100 -199
 - 200 - 999
 - 1,000 - over
- ◆ Select the correct dollar range for **Estimated Assets**.
 - Under \$50,000
 - \$50,001 - 100,000
 - \$100,001 - 500,000
 - \$500,001 - 1 million
 - \$1,000,001 - 10 million
 - \$10,000,001 - 50 million
 - \$50,000,001 - 100 million
 - More than \$100 million
- ◆ Select the correct dollar range for **Estimated Debts**.
 - Under \$50,000
 - \$50,001 - 100,000
 - \$100,001 - 500,000
 - \$500,001 - 1 million

- \$1,000,001 - 10 million
- \$10,000,001 - 50 million
- \$50,000,001 - 100 million
- More than \$100 million

◆ Click **[Next]** to continue.

STEP 12 If you have selected **y** for **Deficiencies** on the **Case Data** screen, the Chapter 7 **DEFICIENCY LIST** screen will appear.
(See Figure 12.

NOTE: This list will vary by chapter.

The screenshot shows the ECF (Electronic Case Filing) interface for opening a new bankruptcy case. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is 'Open New Bankruptcy Case'. Below this, the 'Deficiency List' section prompts the user to 'Check item(s) NOT included in the petition'. A list of items with checkboxes is displayed: Atty Disclosure Stmt., Atty Sign. Exhibit B, Atty Sign. Page 2, Db. Sig. re: Relief Av., Inventory of Property, List of All Creditors, Schedule A, Schedule B, Schedule C, Schedule D, Schedule E, Schedule F, Schedule G, Schedule H, Schedule I, Schedule J, Schedules A-J (checked), SSN/Tax ID, Stmt. of Fin. Affairs, and Summary of Schedules. At the bottom are 'Next' and 'Clear' buttons.

Figure 12

◆ Check the check box for each item that is not included with this petition. For this exercise, select **Schedules A-J**.

◆ Click **[Next]** to continue.

STEP 13 The **SELECT A PDF DOCUMENT** screen appears.
(See Figure 13.)

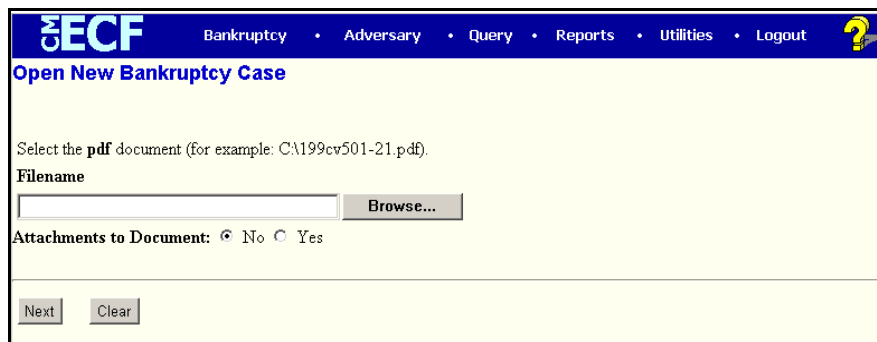


Figure 13

NOTE: This screen is used for associating the imaged document with this entry. Attorneys may not bypass associating an imaged document.

- ◆ Click **[Browse]**, then click on the down arrow ▼ for the **Files of type** field.
- ◆ In the drop-down box, click on **All Files (*.*)**.
- ◆ Navigate to the directory where the appropriate PDF file is located.
- ◆ Highlight the file. Then right click with your mouse and select **Open** to verify the contents of the document. If this is the correct file, double-click the PDF file to select it.
- ◆ Accept the default setting of **No** for the **Attachments to Document** radio buttons. Attachments will be covered in another module.
- ◆ Click **[Next]**

- STEP 14** The **INCOMPLETE FILINGS DEADLINES** screen is presented, showing the due date for the missing schedules A-J. (See Figure 14.)

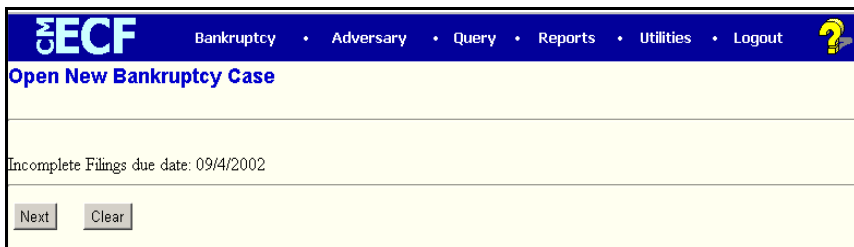
The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a yellow banner with the text 'Open New Bankruptcy Case'. The main content area is white and displays 'Incomplete Filings due date: 09/4/2002'. At the bottom of the main content area are two buttons: 'Next' and 'Clear'.

Figure 14

- ◆ The deadline for filing the missing documents is calculated and displayed. This will print on the final docket text and will exist as a schedule record for queries and reports.
- ◆ Deadlines may vary by court. The court will monitor deadlines for compliance and will verify deficiencies.
- ◆ Click **[Next]** to continue.

- STEP 15** The **Fee** screen appears.

- ◆ This screen will display the filing fee owed. After completing the case opening process you will be able to make an electronic payment for this and any other pending transactions. Click **[Next]** to continue.

STEP 16 The **MODIFY DOCKET TEXT** screen appears. (See Figure 16.)

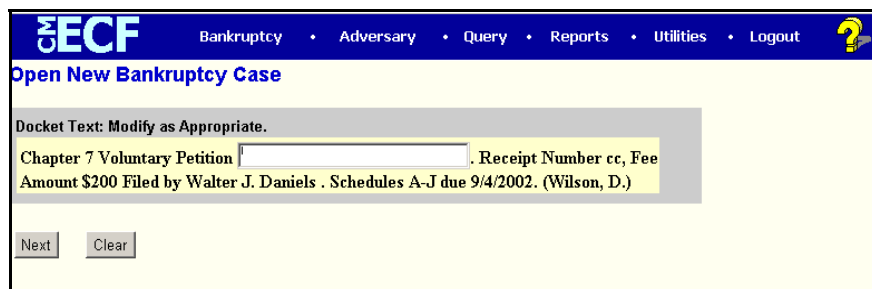


Figure 16

- ◆ You may, if needed, enter any additional text in the text box.
- ◆ Click **[Next]** to continue.

STEP 17 The **FINAL TEXT EDITING** screen displays. (See Figure 17.)

NOTE: This is the last opportunity to make any changes before the case is officially opened.

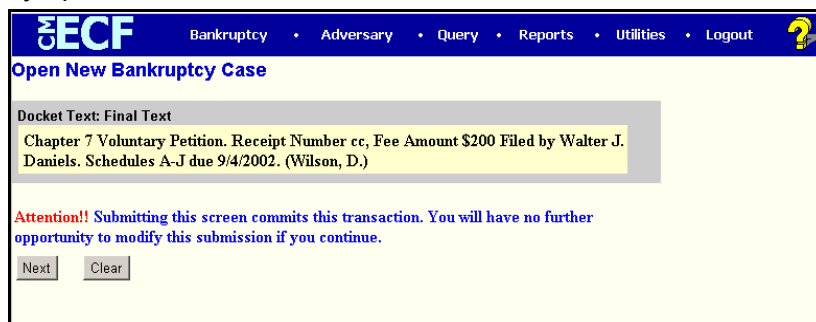


Figure 17

- ◆ Proof this screen carefully! This is what will print on the docket sheet.
- ◆ If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the screen to be modified, make the correction, and continue through the event.
- ◆ To abort or restart the transaction, click on the Bankruptcy hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ The case number will now be assigned. Click **[Next]** to continue.

- STEP 18** An Electronic Payment screen will display. (See Figure 18) You may continue filing or make electronic payment at this time. If you have decided to continue filing, go to Step 19. If you are paying now, proceed with Step 18.

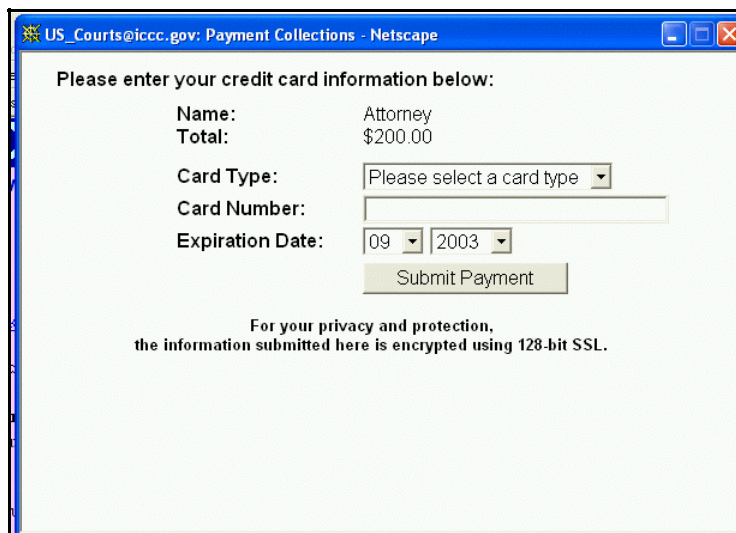


The screenshot shows a Netscape browser window titled "Electronic Payment - Netscape". The main content area displays a "Summary of current charges:" table. The table has three columns: "Date Incurred", "Description", and "Amount". The first row shows a charge for "Voluntary Petition (Chapter 7)(3:03-bk-30185) [misc,volp7a] (200.00)" dated "2003-09-30 08:16:02" for an amount of "\$ 200.00". Below the table, the "Total: \$ 200.00" is displayed. At the bottom of the window, there are two buttons: "Pay Now" and "Continue Filing".

Date Incurred	Description	Amount
2003-09-30 08:16:02	Voluntary Petition (Chapter 7)(3:03-bk-30185) [misc,volp7a] (200.00)	\$ 200.00
		Total: \$ 200.00

Figure 18

- ◆ Click **[Pay Now]**.
- ◆ A credit card information box will display. (See Figure 18a)



The screenshot shows a Netscape browser window titled "US_Courts@iccc.gov: Payment Collections - Netscape". The main content area displays a form titled "Please enter your credit card information below:". The form includes fields for "Name:" (Attorney), "Total:" (\$200.00), "Card Type:" (a dropdown menu with "Please select a card type" selected), "Card Number:" (a text input field), and "Expiration Date:" (two dropdown menus for month and year, with "09" and "2003" selected). Below these fields is a "Submit Payment" button. At the bottom of the form, a message states: "For your privacy and protection, the information submitted here is encrypted using 128-bit SSL."

Figure 18a

- ◆ Enter your credit card information; click [**Submit Payment**].
- ◆ A Transaction Processing screen will display. (See Figure 18b)



Figure 18b

- ◆ Once the transaction has been processed a Transaction Receipt screen will display. (See Figure 18c) Click [**Close Window**].

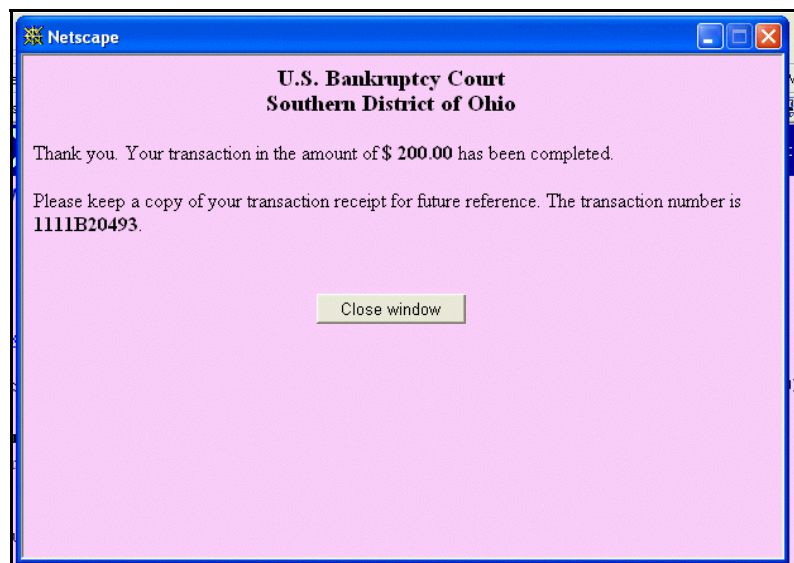


Figure 18c

STEP 19 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 19.)



Figure 19

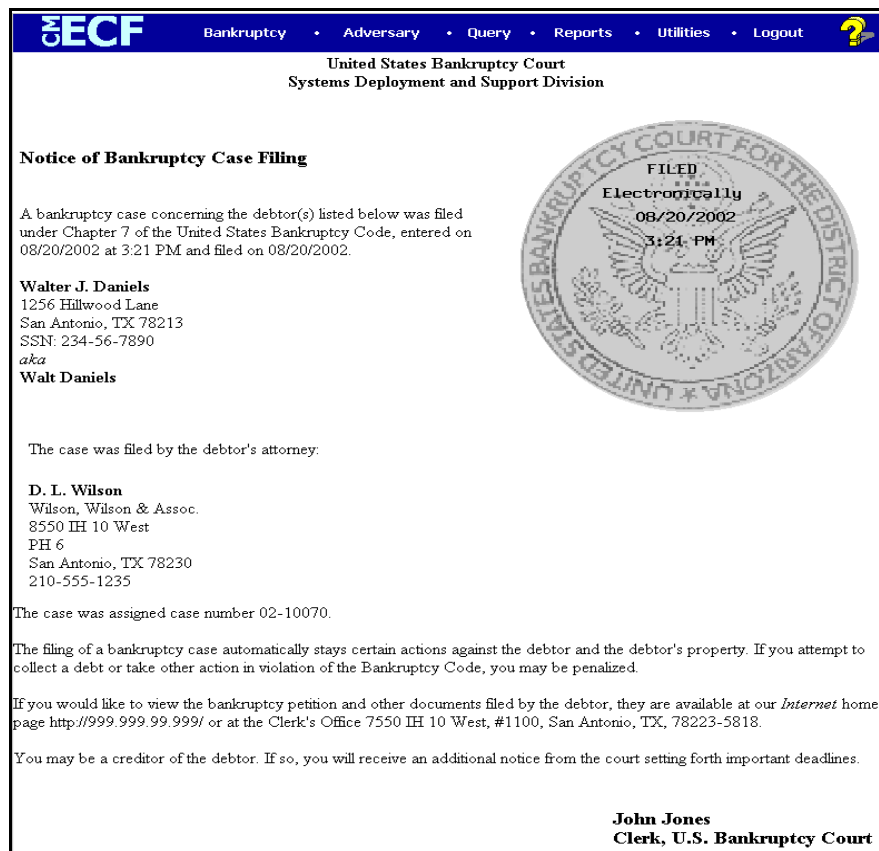
- ◆ This **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that that petition is now an official court document.
- ◆ Make a note of the case number, which appears in blue. Clicking on the case number hyperlink, [1:02-bk-10070](#), will take you to the PACER login screen. After login, the docket report for this case will be displayed. The case number may display as [02-10070](#).
- ◆ Clicking on the document number hyperlink [1](#), will take you to the PACER login screen. After login, the PDF image of the petition just filed will be displayed.
- ◆ The [Notice of Bankruptcy Case Filing](#) hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink reveals a notice (**via PACER**) summarizing the pertinent details and participants of this case. (See Figure 20.)

NOTE: You must enter your PACER login and password to view any documents or reports or perform any queries.

STEP 20 If you click on the [Notice of Bankruptcy Case Filing](#) hyperlink at the top of the Notice of Electronic Filing, the Notice of Bankruptcy Case Filing will be displayed. This notice summarizes the pertinent details and participants of this case. (See Figure 19.)

NOTE: The Notice of Bankruptcy Case Filing will NOT initially include judge and trustee information. Therefore, a user may choose to produce this notice after the judge and trustee have been assigned to the case, either manually by the court or automatically by the Judge/Trustee Assignment.

Follow local court procedures for Judge/Trustee assignment.



The screenshot shows the ECF (Electronic Case Filing) interface for the United States Bankruptcy Court, Systems Deployment and Support Division. The page title is "Notice of Bankruptcy Case Filing". It contains the following information:

- A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 7 of the United States Bankruptcy Code, entered on 08/20/2002 at 3:21 PM and filed on 08/20/2002.
- Debtor:** Walter J. Daniels, 1256 Hillwood Lane, San Antonio, TX 78213, SSN: 234-56-7890, aka Walt Daniels.
- Attorney:** D. L. Wilson, Wilson, Wilson & Assoc., 8550 IH 10 West, PH 6, San Antonio, TX 78230, 210-555-1235.
- The case was assigned case number 02-10070.
- The filing of a bankruptcy case automatically stays certain actions against the debtor and the debtor's property. If you attempt to collect a debt or take other action in violation of the Bankruptcy Code, you may be penalized.
- If you would like to view the bankruptcy petition and other documents filed by the debtor, they are available at our Internet home page <http://999.999.99.999/> or at the Clerk's Office 7550 IH 10 West, #1100, San Antonio, TX, 78223-5818.
- You may be a creditor of the debtor. If so, you will receive an additional notice from the court setting forth important deadlines.

The page is signed by John Jones, Clerk, U.S. Bankruptcy Court. A large circular seal of the United States Bankruptcy Court for the District of Arizona is visible on the right side of the page.

Figure 20

- ◆ This certification was created in addition to the initial notice of filing. It also displays the debtor(s), attorney, trustee, case number, time, and filed date of the case opening information. It can be used to notice creditors as an official notice of stay besides the 341 Meeting Notice to stop foreclosures and other creditor actions. It may be saved or printed at the time of filing.
- ◆ The Notice of Bankruptcy Case Filing is also available for viewing or printing through the Query Main Menu Bar selection.
- ◆ To print a copy of this notice, click the browser **[Print]** button or icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

Case Opening Documents

NOTE: Each item must be docketed / filed as a separate document

Chapter 7

- ◆ Voluntary Petition: Automatically docketed as part of the case opening process.
- ◆ Statement of Related Cases: Docketed as a “Statement 1015-2 with No Prior” or “Statement 1015-2 with Prior Filing” accordingly. Docket event is located in the Other category.
- ◆ Verification of Matrix: Docketed as a “Verification of Creditor Matrix.” Docket event is located in the Other category.
- ◆ Statement of Intent: *(If applicable)* Docketed as a “Statement of Intent.” Docket event is located in the Other category.
- ◆ Corporate Resolution: *(If applicable)* Docketed as a “Corporate Resolution.” Docket event is located in the Other category.

Chapter 11

- ◆ Voluntary Petition: Automatically docketed as part of the case opening process.
- ◆ Statement of Related Cases: Docketed as a “Statement 1015-2 with No Prior” or “Statement 1015-2 with Prior Filing” accordingly. Docket event is located in the Other category.
- ◆ Verification of Matrix: Docketed as a “Verification of Creditor Matrix.” Docket event is located in the Other category.

- ◆ Corporate Resolution: *(If applicable)* Docketed as a “Corporate Resolution.” Docket event is located in the Other category.

Chapter 13

- ◆ Voluntary Petition: Automatically docketed as part of the case opening process.
- ◆ Statement of Related Cases: Docketed as a “Statement 1015-2 with No Prior” or “Statement 1015-2 with Prior Filing” accordingly. Docket event is located in the Other category.
- ◆ Verification of Matrix: Docketed as a “Verification of Creditor Matrix.” Docket event is located in the Other category.
- ◆ Chapter 13 Plan: Docketed as a “Chapter 13 Plan.” Docket event is located in the Plan category.

Judge / Trustee / 341 Assignment

The assignment of a Judge in all chapters, and the trustee and 341 meeting in chapter 7 cases is performed using an automated assignment system. The assignment is accomplished as follows:

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See **Figure 1**)

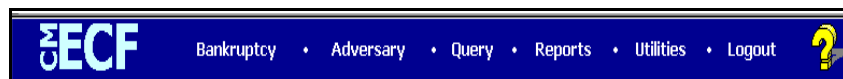


Figure 1

- STEP 2** The **Bankruptcy Events** screen displays. (See **Figure 2**)

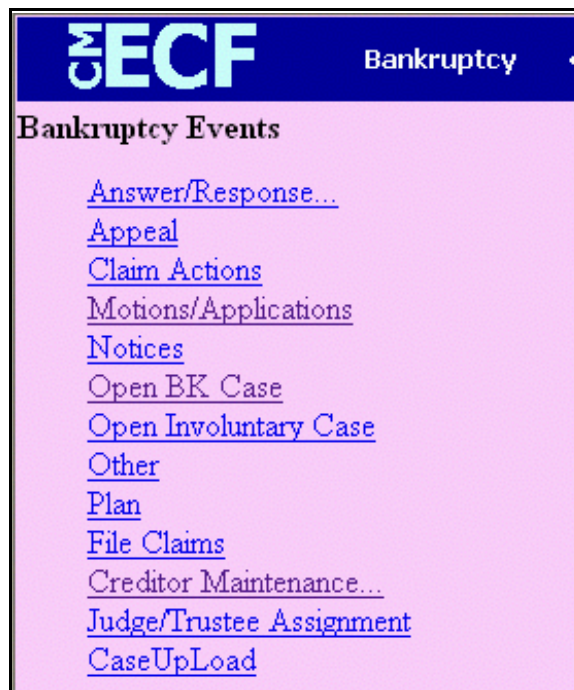


Figure 2

- ◆ Click on Judge/Trustee Assignment.

STEP 3 CM/ECF will now automatically assign a Judge and, if appropriate, a trustee and 341 meeting assignment. When completed a confirmation screen will display. (See Figure 3)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout					
This may take a few minutes...Please be patient. A confirmation screen will appear.					
341 Judge And Trustee					
Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Name
3-30181	Michael Easter	7	Auto Assignment of Judge and Trustee with Meeting of Creditors to Be Noticed for 11/07/2003 at 09:00 AM at 40 West 4th Centre. Objections for Discharge Due by 01/06/2004. (Attorney,)	Clark, William A.	Rieser, John Paul

Figure 3

STEP 4 You may now click on the appropriate hyperlink on the CM/ECF Main Menu to proceed with additional filing or to logout.

How to Convert a Creditor Matrix to a .txt File

The following instructions will guide you to correctly format a creditor matrix and save it as a **.txt** file.

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing and also for claims information when applicable. The creditor matrix must be in an ASCII file format with an appropriate text extension such as **.txt** before it can be successfully uploaded into the CM/ECF system.

Suggested Creditor Matrix Specifications

- ◆ The name and address of each creditor cannot be more than 5 lines. If a record is more than 5 lines, the 6th line will be combined with line 5 and the 7th or 8th lines will be truncated.
- ◆ Each line may contain no more than 40 characters including blanks.
- ◆ Names and addresses should be left justified.
- ◆ Spaces in the first position of a line will cause an exception report for that creditor record.
- ◆ Special characters such as ~, ½ or ^ will cause problems. The #, C/O and & characters have not been reported to cause errors.
- ◆ Account numbers or "attention" lines should be placed on the second line of the name/address.
- ◆ City, state and ZIP code must be on the last line.
- ◆ Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- ◆ All states must be two-letter abbreviations.
- ◆ Each creditor must be separated by at least one blank line.
- ◆ Do not include page numbers, headers, footers, etc.

To Save the Creditor Matrix File with a .txt Extension

- STEP 1** After creating the creditor list in WordPerfect or Microsoft Word, open the file. Click on **File** in the WordPerfect or Microsoft Word toolbar to display the drop down list. (See Figure 1.)

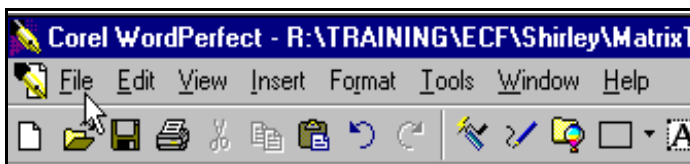


Figure 1

- STEP 2** Click **Save As** in the drop down list. (See Figure 2.)

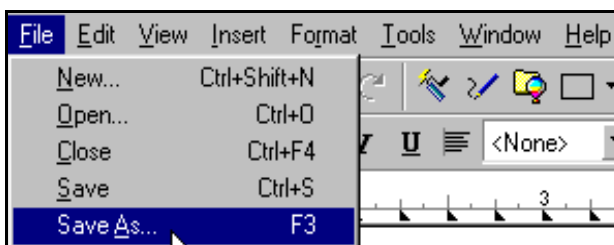


Figure 2

If in Microsoft Word, Skip to Step 4.
If in WordPerfect:

- STEP 3** Click the drop down menu arrow in the **File Type** box. (See Figure 3.)

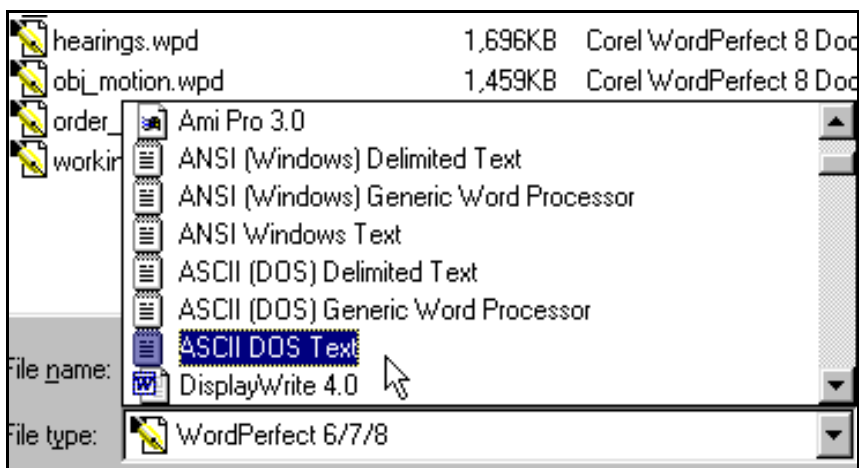


Figure 3

- ◆ Select the file type **ASCII DOS Text**.

STEP 4 **If in Microsoft Word:**

- ◆ Click on the drop down box arrow in the **Save As Type** box.
(See Figure 4.)

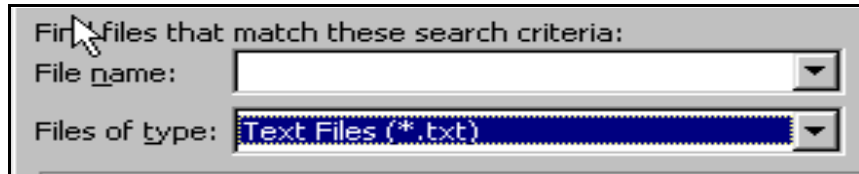


Figure 4

- ◆ Select the file type of **Text Files(*.txt)** or **Text Only(*.txt)**.

STEP 5 Enter the file name in the **File Name:** box. (The system provides the same file name with a .txt extension.)

STEP 6 Click the **[Save]** button.

Uploading a Creditor Matrix

A creditor matrix contains the names and addresses of creditors. This information is used for noticing and also for claims information, when applicable. The creditor matrix must be in an ASCII text format, usually a .txt file, before it can be successfully uploaded. Refer to the procedure, **How To Convert A Creditor Matrix To A .txt File**. All **other** file types within CM/ECF will be portable document format (PDF) files. The process of uploading a list of creditors .txt file is described below.

- STEP 1** After accessing the CM/ECF system using the Netscape Navigator web browser, click on the Bankruptcy hypertext link. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

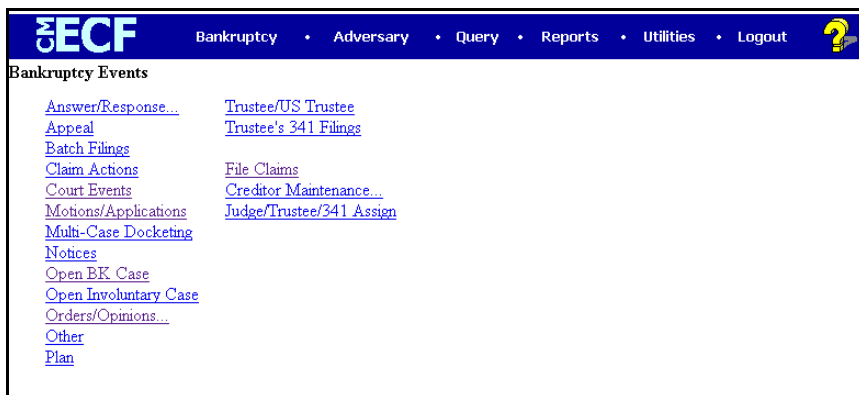


Figure 2

- ◆ Click on the Creditor Maintenance hyperlink.

NOTE: Bankruptcy Events menu selections will vary according to permission levels. Attorneys will not have all the items listed above or on the next screen.

STEP 3 The **CREDITOR MAINTENANCE** screen displays. (See Figure 3.)

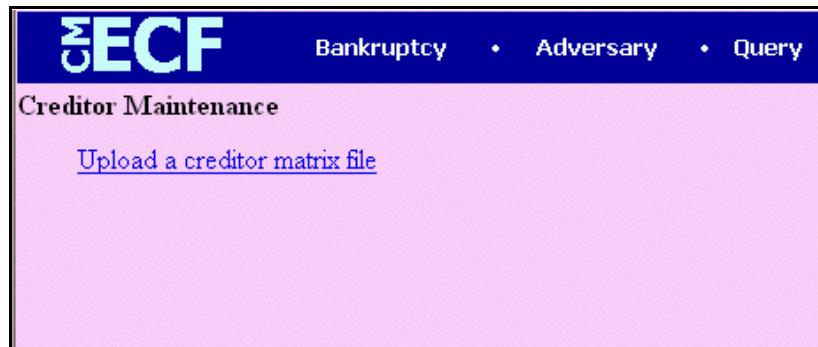


Figure 3

- ◆ Click on Upload a creditor matrix file hyperlink.

STEP 4 The **UPLOAD A FILE** screen displays. (See Figure 4.)

The screenshot shows the 'Creditor Processing - Upload a File Method' screen in the ECF system. The top navigation bar is blue with the ECF logo and links for 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. A yellow question mark icon is on the far right. The main content area is white. It features a section titled 'Case Number' with a text input field containing '00-10122'. To the right of the input field, there is a small text label: '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field, there are two buttons: 'Next' and 'Clear'.

Figure 4

- ◆ Enter the case number in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

- ◆ Click the **[Next]** button to continue.

STEP 5 The **LOAD CREDITOR INFORMATION** screen will display. (See Figure 5a.)

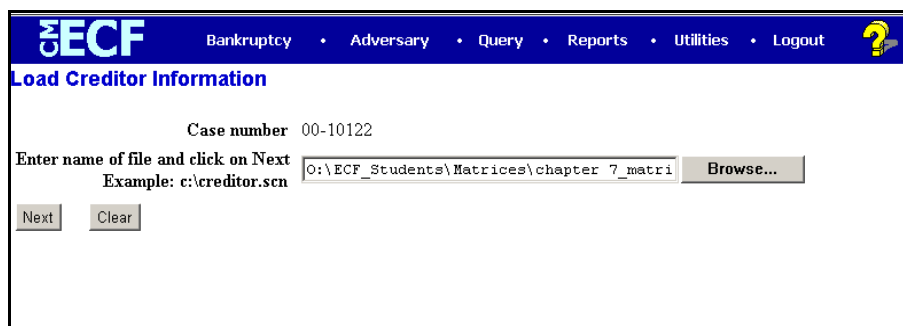


Figure 5a

Use the Browse feature to navigate to the appropriate directory and file of the creditor matrix file. To do this:

- Click on the **[Browse]** button to display the **FILE UPLOAD** screen.
- Click in the **Look In** box and select the appropriate drive name.
- Change **Files of types:** to Text (*.txt) or All Files.
- Highlight the appropriate text file with a click of the mouse.
- For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed. (See Figure 5b.)

Verify that this is the correct matrix file for this case. Close or minimize the Adobe Acrobat reader by clicking on “X” in the upper right-hand corner.

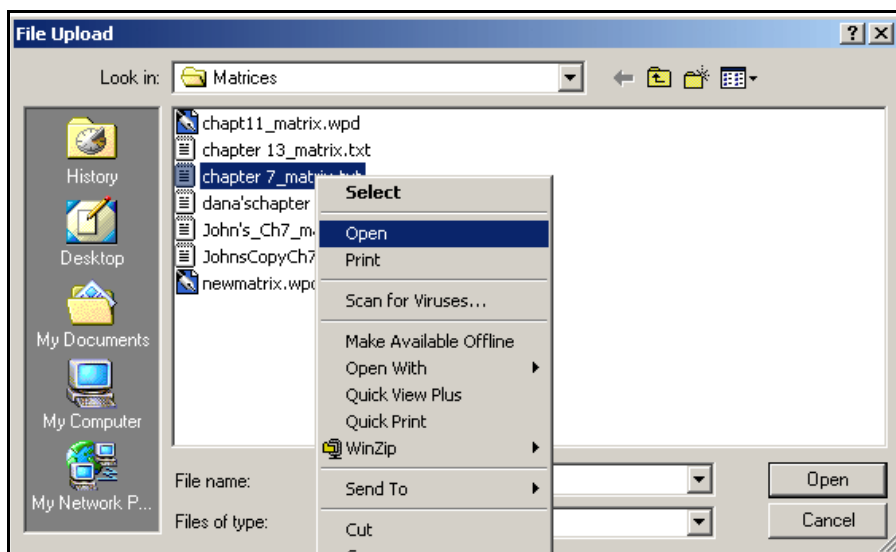


Figure 5b

- If correct, double-click the PDF file to select it or click on the **[Open]** button to attach the matrix file to the bankruptcy case.

- ◆ Click on the **[Next]** button to continue.

STEP 6 The **TOTAL CREDITORS ENTERED** screen appears.
(See Figure 6.)



Figure 6

- ◆ If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's **[Back]** button and research the error.
- ◆ If the total number of creditors displayed is correct, click on the **[Submit]** button.

STEP 7 The **CREDITOR RECEIPT** screen displays. (See Figure 7.)



Creditors Receipt	
Case Number	00-10122
Total Creditors Added to Database	54

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Figure 7

- ◆ The information displayed confirms the number of creditors added to the case.

STEP 8 Click on the [Return to Creditor Maintenance Menu](#) hyperlink to continue and repeat steps 4 - 6 for each creditor matrix. If there are no other matrices to add, select **Logout** or select another option on the Main Menu Bar.

NOTE: Creditor Mailing Matrix available via Utilities/Mailings.

The Creditor Mailing Matrix is also available thru PACER.

Attorney users will have the opportunity to upload the creditor matrix **one** time.

Any additional modifications to the creditor matrix will normally be handled by court personnel. ie: new disk (will append), add creditor, edit creditor

Miscellaneous Pleadings

This procedure explains how to docket and electronically file Miscellaneous Pleadings using CM/ECF. The example illustrated is a Statement 1015-2 with Prior Filings.

STEP 1 Click on the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1)

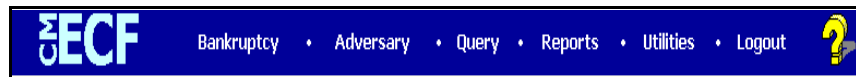


Figure 1

STEP 2 The Bankruptcy Events screen will display. (See Figure 2)



Figure 2



Click on the Other hyperlink.

STEP 3 The Case Number screen displays. (See Figure 3)

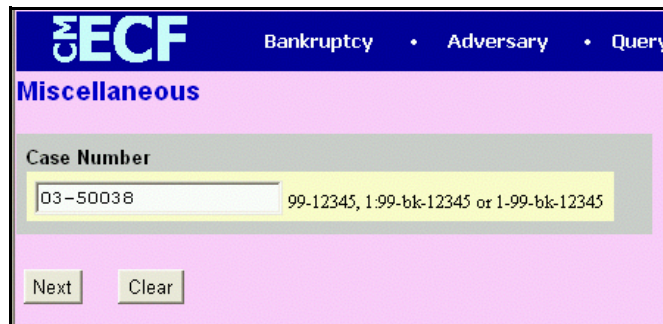


Figure 3

- ◆ Enter the case number, including the hyphen.
- ◆ Click **[Next]**.

STEP 4 The Miscellaneous Events screen displays. (See Figure 4)

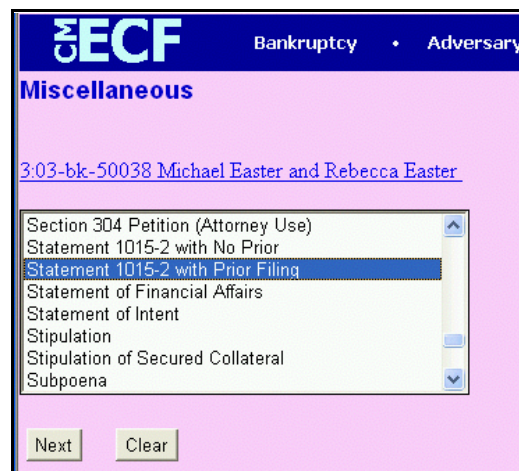


Figure 4

- ◆ Click to highlight Statement 1015-2 with Prior Filing.
- ◆ Click **[Next]**.

STEP 5 The Joint Filing screen displays. (See Figure 5)

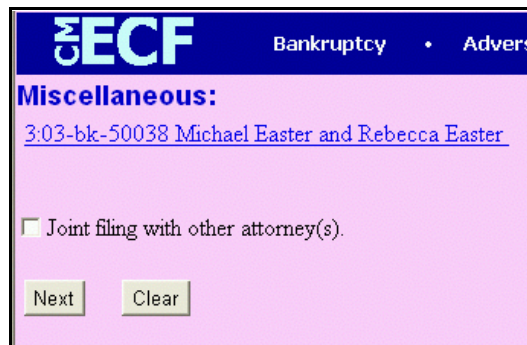


Figure 5

- ◆ This screen is only used if another attorney is joining in a filing. For this example, do not check the box.

If this were a joint filing with another attorney(s), you would check the box and after selecting **[NEXT]** you would be presented with a list of attorneys on the case to select as joint filers.

- ◆ Click **[NEXT]**.

STEP 6 The Select Party screen displays. (See Figure 6)

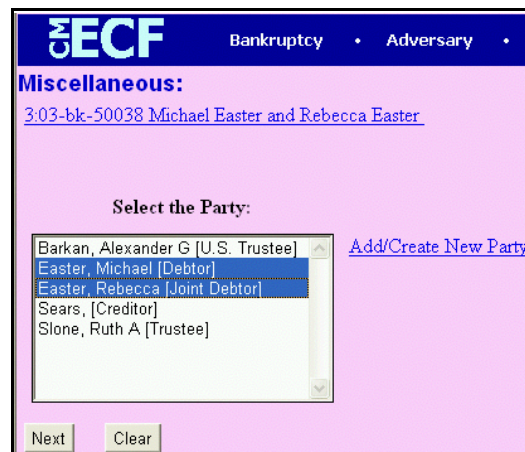
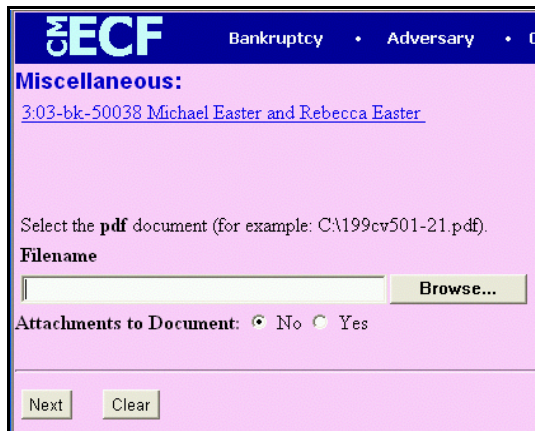


Figure 6

- ◆ Since the Statement 1015 is being filed for the debtors, highlight them both to select them.

- ◆ Click **[Next]**.

STEP 7 The PDF Document Selection screen displays. (See Figure 7)



ECF Bankruptcy • Adversary • Q

Miscellaneous:
[3:03-bk-50038 Michael Easter and Rebecca Easter](#)

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename
 Browse...

Attachments to Document: ☒ No ☐ Yes

Next **Clear**

Figure 7

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the file name with your mouse and select **Open**. (See Figure 7a)

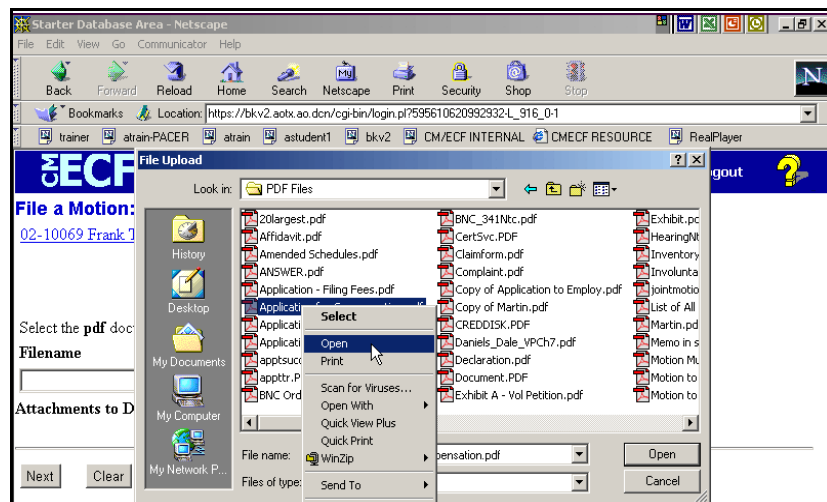


Figure 7a

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.

- Close the Adobe application if that is the correct file; click **[OPEN]** on the File Upload dialogue box. (See Figure 7b)

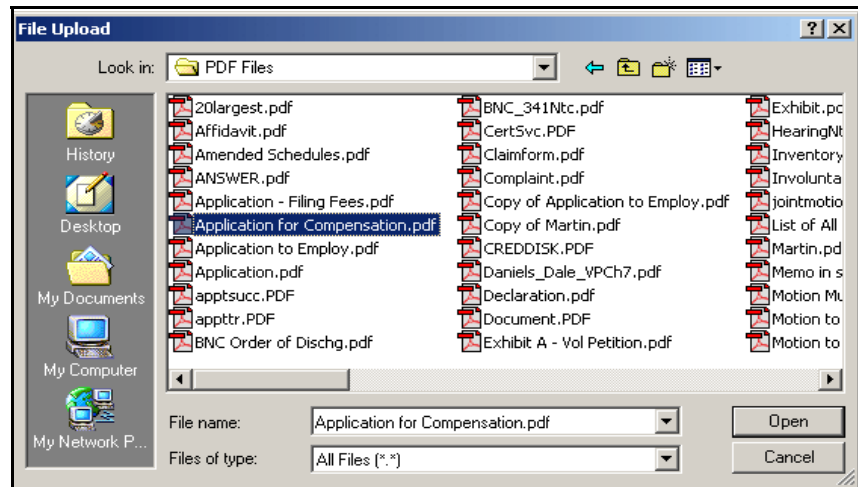


Figure 7b

- ◆ The PDF Document Selection screen will now show the pathway to the PDF file. (See Figure 7c)

Figure 7c

- ◆ Click **[NEXT]**.

STEP 8 The Modify Docket Text screen displays. (**Figure 8**)

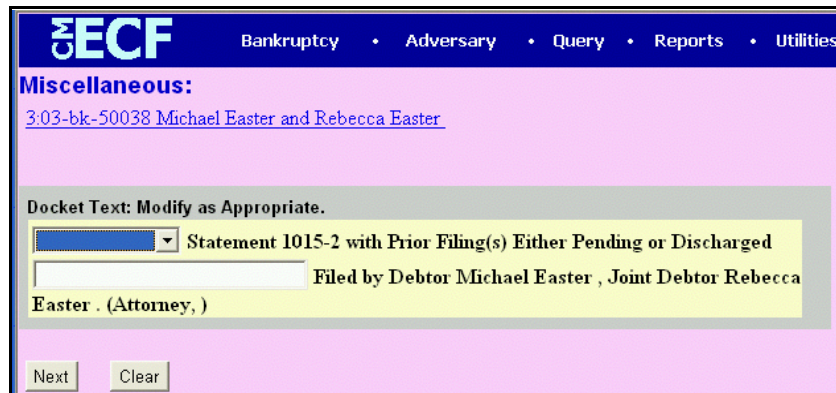
The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. Below this is a pink header area with the text "Miscellaneous:" and a link "3:03-bk-50038 Michael Easter and Rebecca Easter". The main content area has a grey background with the text "Docket Text: Modify as Appropriate." Below this is a yellow box containing a drop-down menu with a blue highlight, followed by the text "Statement 1015-2 with Prior Filing(s) Either Pending or Discharged" and "Filed by Debtor Michael Easter , Joint Debtor Rebecca Easter . (Attorney,)". At the bottom of the yellow box are "Next" and "Clear" buttons.

Figure 8

- ◆ If appropriate, select a prefix from the drop-down box and/or insert any additional text in the text box. Click **[Next]** to continue.

STEP 9 The Final Text Editing screen displays. (**See Figure 9**)

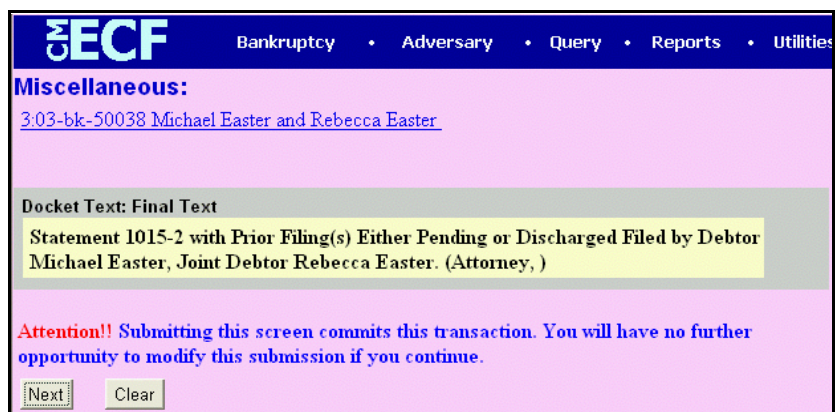
The screenshot shows the ECF interface with the same header and navigation bar as Figure 8. The pink header area contains "Miscellaneous:" and the link "3:03-bk-50038 Michael Easter and Rebecca Easter". The main content area has a grey background with the text "Docket Text: Final Text" and a yellow box containing the text "Statement 1015-2 with Prior Filing(s) Either Pending or Discharged Filed by Debtor Michael Easter, Joint Debtor Rebecca Easter. (Attorney,)". Below the yellow box is a red warning message: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom are "Next" and "Clear" buttons.

Figure 9

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click **[Next]**.
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.

- To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Bar**.

STEP 10 The Notice of Electronic Filing screen displays. (See Figure 10)

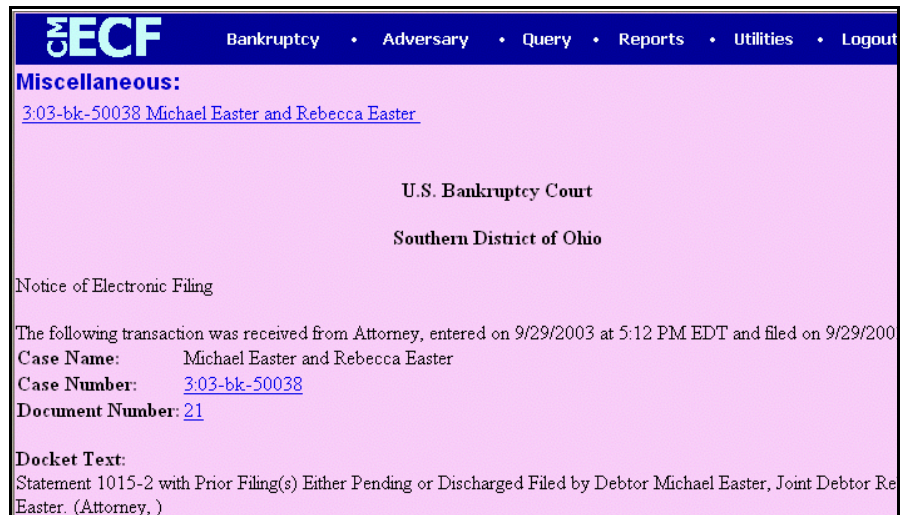


Figure 10

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the **PACER** login screen.
- ◆ Clicking on the document number hyperlink will present the PACER login screen.
- ◆ To print a copy of this receipt, click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.

Motion Filing

This procedure explains how to docket and file a motion with the Court using CM/ECF. The example illustrated is a Motion to Avoid Lien.

- STEP 1** Click on the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu. (See Figure 1)

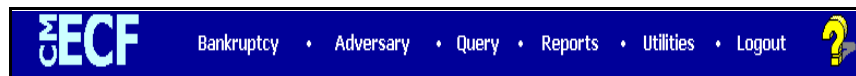


Figure 1

- STEP 2** The Bankruptcy Events screen will display. (See Figure 2)



Figure 2

- ◆ Click on the [Motions/Applications](#) hyperlink.

STEP 3 The Case Number screen displays. (See Figure 3)

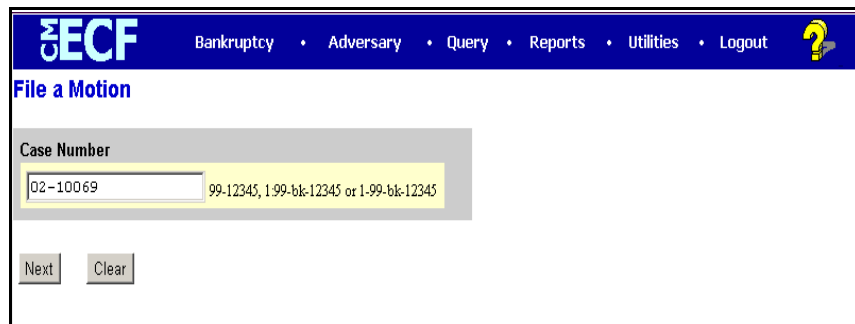
The screenshot shows the ECF Case Number screen. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a section titled "File a Motion". Under this section, there is a "Case Number" label above a text input field. The input field contains "02-10069" and has a placeholder text "99-12345, 199-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

Figure 3

- ◆ Enter the case number, including the hyphen.
- ◆ Click [NEXT].

STEP 4 The Motion Events screen displays next. (See Figure 4)

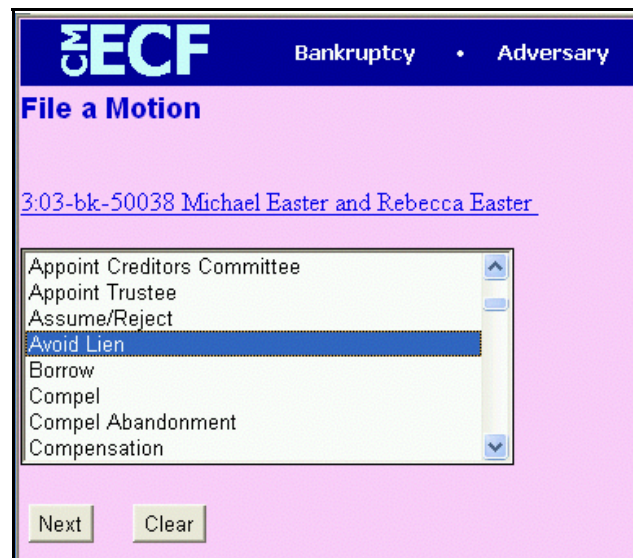
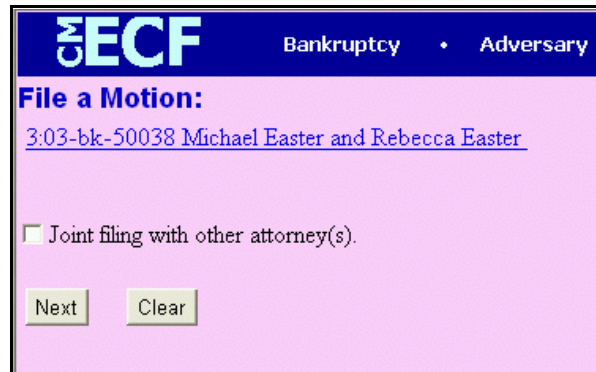
The screenshot shows the ECF Motion Events screen. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy and Adversary. Below the navigation bar is a section titled "File a Motion". Under this section, there is a link "3:03-bk-50038 Michael Easter and Rebecca Easter". Below the link is a list box containing the following options: "Appoint Creditors Committee", "Appoint Trustee", "Assume/Reject", "Avoid Lien", "Borrow", "Compel", "Compel Abandonment", and "Compensation". The "Avoid Lien" option is highlighted. Below the list box are two buttons: "Next" and "Clear".

Figure 4

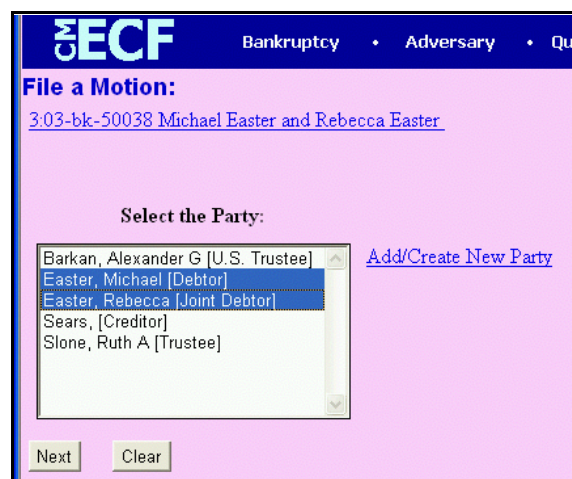
- ◆ Click to highlight Avoid Lien.
- ◆ Click [NEXT].

STEP 5 The Joint Filing Screen displays. (See Figure 5)**Figure 5**

- ◆ This screen is only used if another attorney is joining in a filing. For this example, do not check the box.

If this were a joint filing with another attorney(s), you would check the box and after selecting **[NEXT]** you would be presented with a list of attorneys on the case to select as joint filers.

- ◆ Click **[NEXT]**.

STEP 6 The Select Party screen displays. (See Figure 6)**Figure 6**

- ◆ Since the debtors are filing this motion, highlight them both to select them.
- ◆ Click **[NEXT]**.

STEP 7 The PDF Document Selection screen displays. (See Figure 7)

Figure 7

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
- To make certain you are about to associate the correct PDF file for this entry, right click on the file name with your mouse and select **Open**. (See Figure 7a)

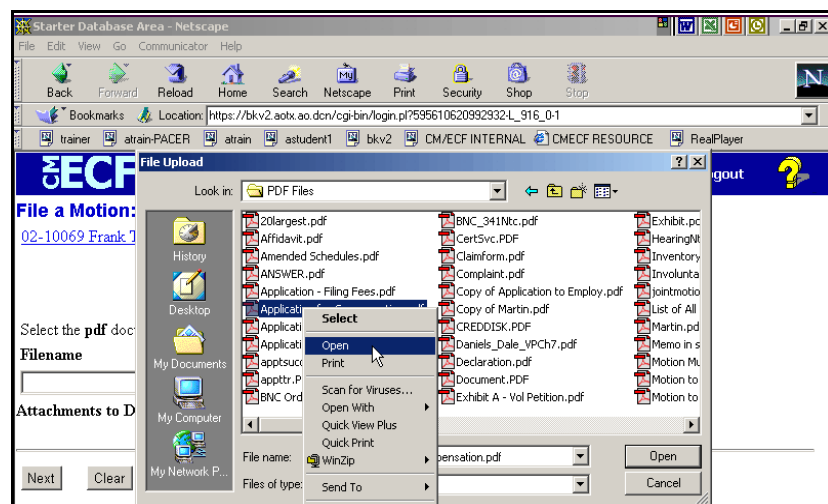


Figure 7a

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.

- Close the Adobe application if that is the correct file; click **[OPEN]** on the File Upload dialogue box. (See Figure 7b)

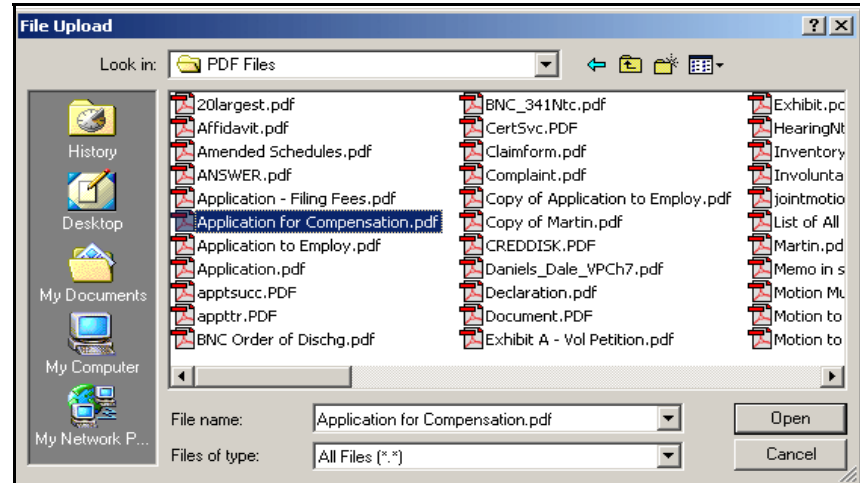


Figure 7b

- ◆ The PDF Document Selection screen will now show the pathway to the PDF file. (See Figure 7c)

Figure 7c

- ◆ Click **[NEXT]**.

- STEP 8** You will now be prompted to enter the name of the Lienholder.
(See Figure 8)

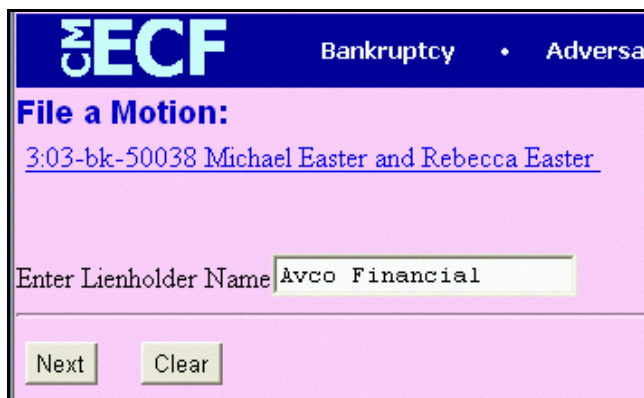


Figure 8

- ◆ Type the name of the lienholder in the prompt box.
- ◆ Click [NEXT].

- STEP 9** The Modify Docket Text screen displays. (See Figure 9)

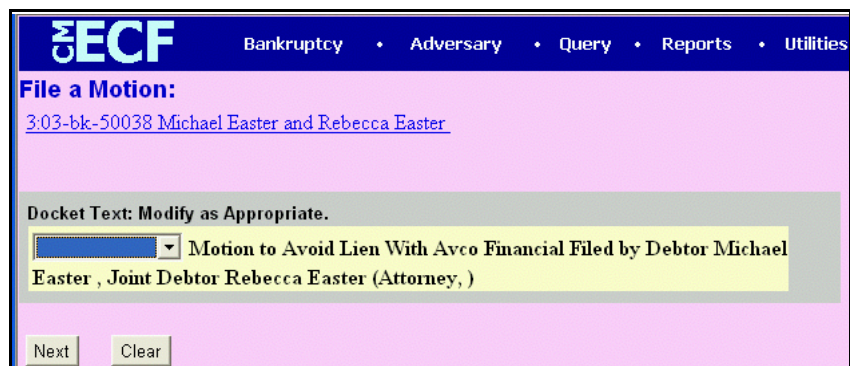


Figure 9

- ◆ If appropriate, select a prefix from the drop-down box. When the docket text is correct, click [Next] to continue.

STEP 10 The Final Text Editing screen displays. (See Figure 10)

The screenshot shows the ECF 'File a Motion' interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. Below the bar, the page title is 'File a Motion:' followed by a link to '3:03-bk-50038 Michael Easter and Rebecca Easter'. A yellow box highlights the 'Docket Text: Final Text' section, which contains the text: 'Motion to Avoid Lien With Avco Financial Filed by Debtor Michael Easter, Joint Debtor Rebecca Easter (Attorney,)'. Below this, a red warning message states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom are 'Next' and 'Clear' buttons.

Figure 10

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click **[Next]**.
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Bar**.

STEP 11 The Notice of Electronic Filing screen displays. (See Figure 11)

The screenshot shows the ECF 'Notice of Electronic Filing' screen. It features the same blue navigation bar as Figure 10. The page title is 'File a Motion:' followed by the same case link. The main content area is light blue and contains the following text: 'U.S. Bankruptcy Court', 'Southern District of Ohio', 'Notice of Electronic Filing', and 'The following transaction was received from Attorney, entered on 9/29/2003 at 5:02 PM EDT and filed on 9/29/2003'. Below this, the case details are listed: 'Case Name: Michael Easter and Rebecca Easter', 'Case Number: 3:03-bk-50038', and 'Document Number: 20'. At the bottom, the 'Docket Text:' section shows the same text as in Figure 10: 'Motion to Avoid Lien With Avco Financial Filed by Debtor Michael Easter, Joint Debtor Rebecca Easter (Attorney,)'.

Figure 11

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the **PACER** login screen.
- ◆ Clicking on the document number hyperlink will present the PACER login screen.
- ◆ To print a copy of this receipt, click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.

Multi-Part Motions

For Attorneys

This procedure explains how to docket a two-part motion. The example illustrated is a Motion for Relief from Stay and Adequate Protection.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu. (See Figure 1.)

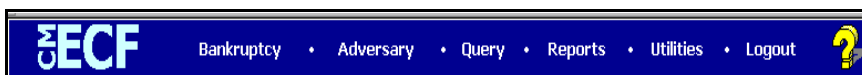


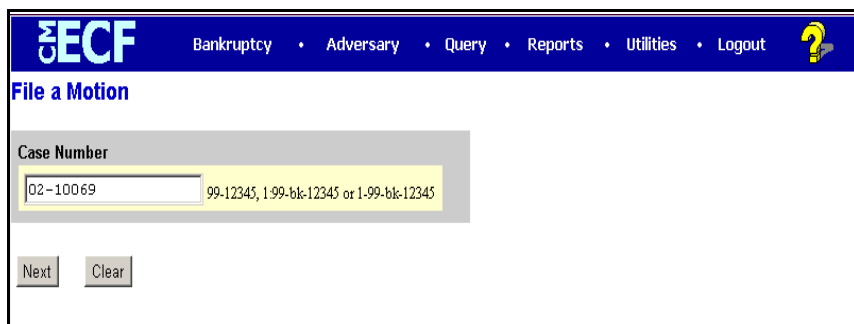
Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen will display similar to the one shown in Figure 2. Your menu selections may vary from this screen.



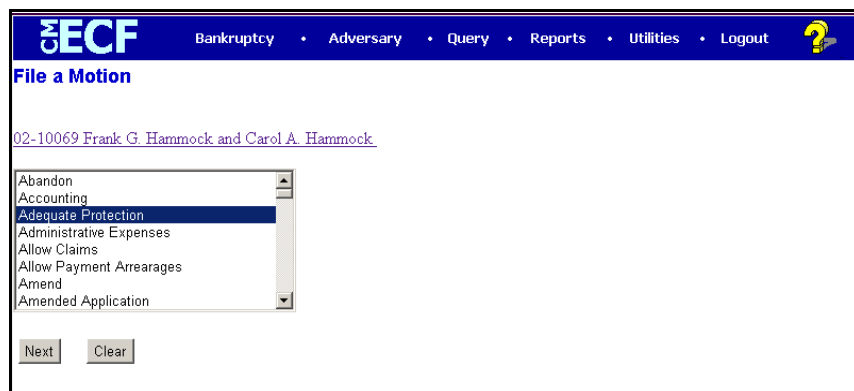
Figure 2

◆ Click the Motions/Applications hyperlink.

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)The screenshot shows the ECF 'File a Motion' interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the bar, the title 'File a Motion' is displayed. The main section is titled 'Case Number' and contains a text input field with '02-10069' entered. To the right of the input field is a hint: '99-12345, 1-99-blk-12345 or 1-99-blk-12345'. At the bottom of the section are 'Next' and 'Clear' buttons.**Figure 3**

- ◆ Enter the case number, including the hyphen.
- ◆ Click **[Next]**.

NOTE: You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **MOTION EVENTS** screen displays next. (See Figure 4.)The screenshot shows the ECF 'File a Motion' interface with the 'Motion Events' dropdown menu open. The menu lists several options: Abandon, Accounting, Adequate Protection (which is highlighted), Administrative Expenses, Allow Claims, Allow Payment Arrangements, Amend, and Amended Application. The 'Next' and 'Clear' buttons are visible at the bottom of the screen.**Figure 4**

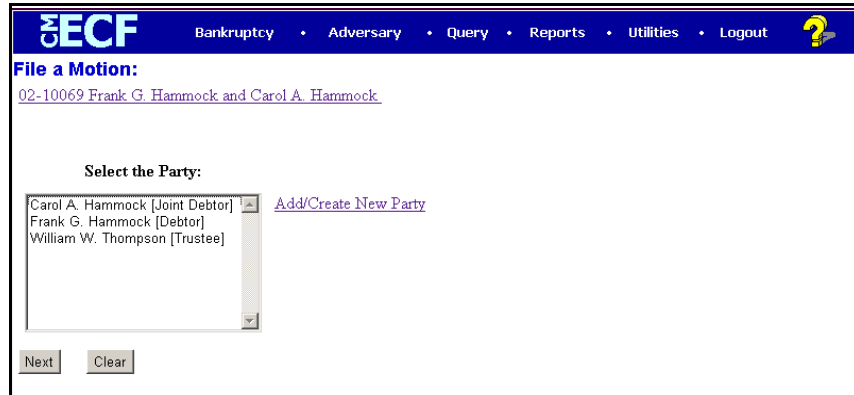
- ◆ Click to highlight Adequate Protection. Keeping the **[Ctrl]** key depressed, scroll and highlight Relief From Stay. Release the **[Ctrl]** key. There are now two reliefs identified and selected for this motion.
- ◆ Click **[Next]**.

STEP 5 The **JOINT FILING** screen displays. (See Figure 5.)**Figure 5**

- ◆ This screen is only used if another attorney is joining in a filing, do not check this box.

If this were a joint filing with another attorney(s) you would check the box and after selecting **[Next]** you would be presented with a pick list of attorneys on the case to select as joint filers.

- ◆ Click **[Next]**.

STEP 6 The **SELECT PARTY** screen displays. (See Figure 6.)**Figure 6**

- ◆ Since the party, Friendly Finance, is currently not a party in this case, they are not listed and must be added. Click the Add/Create New Party hyperlink.

STEP 7 The **PARTY SEARCH** screen appears. (See Figure 7.)

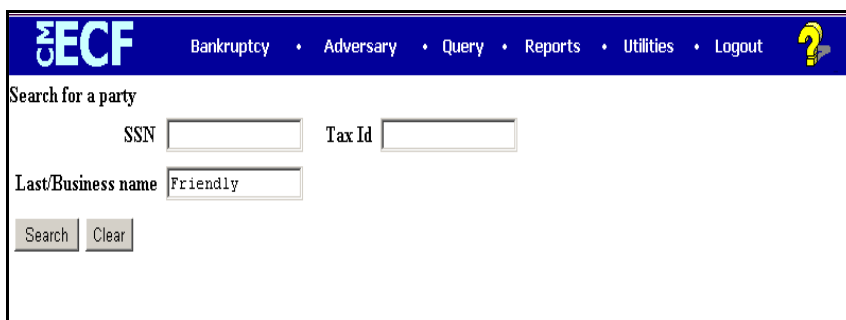


Figure 7

- ◆ Enter the first part of the business name and click **[Search]**.

STEP 8 If there are no matches, the system will return a **No Person Found** message. Make sure your search criteria is accurate. If the party is not found on your first try, use different criteria and/or wildcards. (See Figure 8a.)

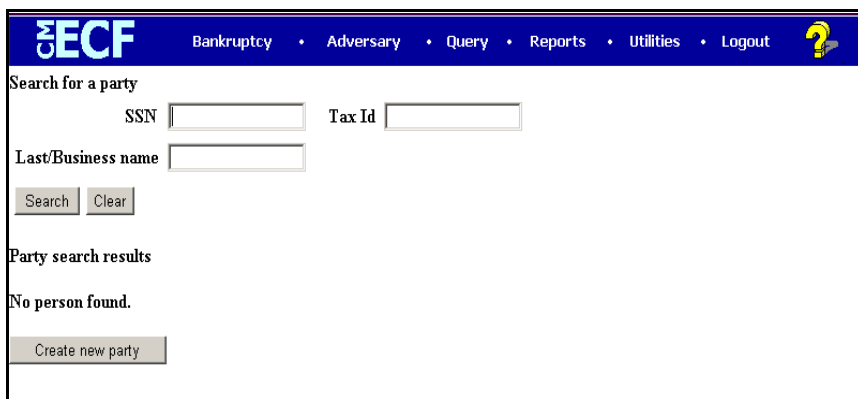


Figure 8a

- ◆ Since the party is not already on the database, proceed to add the creditor, Friendly Finance. Click **[Create New Party]**.

NOTE: Your name search may find more than one record having the same name as shown in **Figure 8b**. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

Training Database - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: https://atrain.aok.uscourts.gov/cgi-bin/login.pl?453090566157441-L_255_01

atrain attrain-PACER altrain alstudent1 bkx2 CM/ECF INTERNAL CMECF RESOURCE

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Search for a party

SSN Tax Id

Last/Business name

Search Clear

Party search results

American Express, -

American Express,

Select name from list Create new party

Person Address - Netscape

American Express
3091 Sizemore Rd.
San Antonio, TX 78555

Figure 8b

STEP 9 The **PARTY INFORMATION** screen displays. (See Figure 9.)

- ◆ Enter creditor **Name** information in the appropriate boxes, according to court policy.
- ◆ Leave *pro se* as **no**.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Party Information

Last name Friendly Finance First name

Middle name Generation Title

SSN 222-11-1234 Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Peachtree Country

Phone Fax

E-mail

ProSe no Role Creditor (cr.cr)

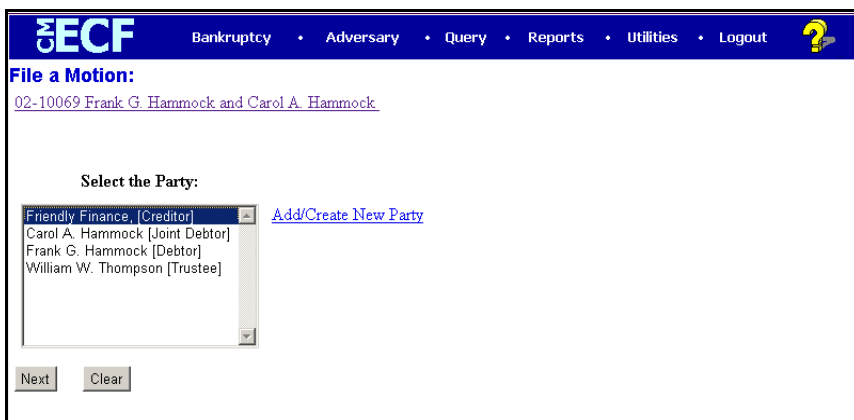
Party text

Submit Cancel Clear

Figure 9

- ◆ Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select Creditor.
- ◆ Enter further descriptive text for the creditor in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
- ◆ It is not necessary to add yourself as counsel for the party. Your login will furnish your attorney information to the system.
- ◆ Click **[Submit]**.

STEP 10 The **SELECT PARTY** screen appears again. (See Figure 10.)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "02-10069 Frank G. Hammock and Carol A. Hammock". The main content area is titled "Select the Party:" and contains a dropdown menu. The dropdown menu is open, showing a list of parties: "Friendly Finance, [Creditor]", "Carol A. Hammock [Joint Debtor]", "Frank G. Hammock [Debtor]", and "William W. Thompson [Trustee]". The "Friendly Finance, [Creditor]" option is highlighted. To the right of the dropdown menu is a link "Add/Create New Party". At the bottom of the dropdown menu are "Next" and "Clear" buttons.

Figure 10

- ◆ The new creditor's name, Friendly Finance, is highlighted.
- ◆ Click **[Next]** to continue.

STEP 11 The **ATTORNEY/PARTY ASSOCIATIONS** screen appears. (See Figure 11.)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "02-10069 Frank G. Hammock and Carol A. Hammock". The main content area contains the text "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text is a list of associations. The first association is "Friendly Finance, (cror) represented by Walker, Heather (aty)", which has a checked checkbox to its left. At the bottom of the list are "Next" and "Clear" buttons.

Figure 11

- ◆ Click the box to establish the association between you and Friendly Finance in this case.
- ◆ Click **[Next]**.

STEP 12 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 12a.)

Figure 12a



Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.

- In the **File Upload** window, change **Files of type:** to **All Files (*.*)**
- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 12b.)

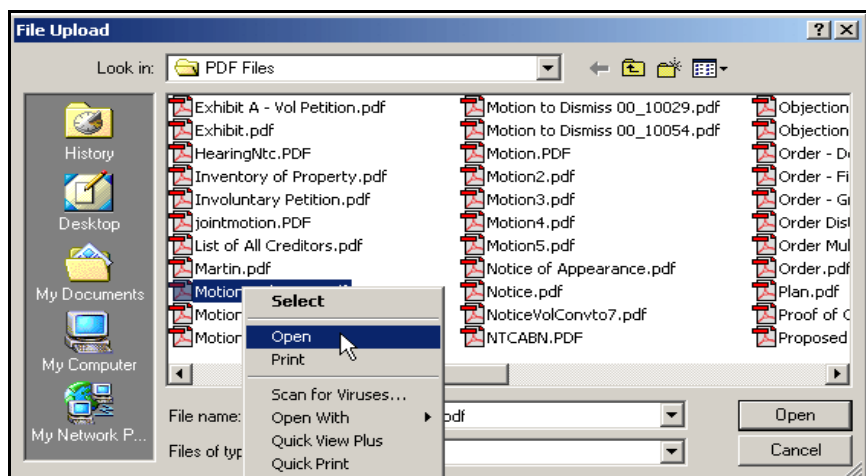


Figure 12b



This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

- ◆ Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 12c.)

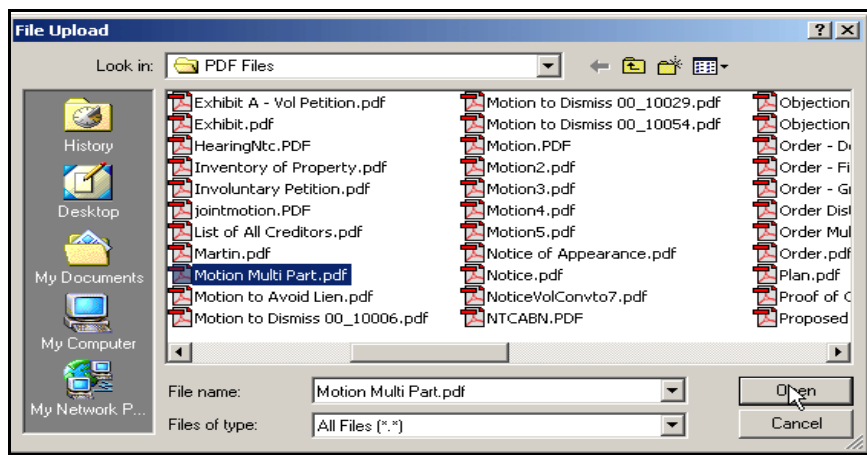


Figure 12c

- ◆ The path and name of the selected PDF file is placed in the **Filename** Box. The file will be associated with the current event and a hyperlink will be created to it. If there are no **Attachments** to this document click **[Next]**. (See Figure 12d.)

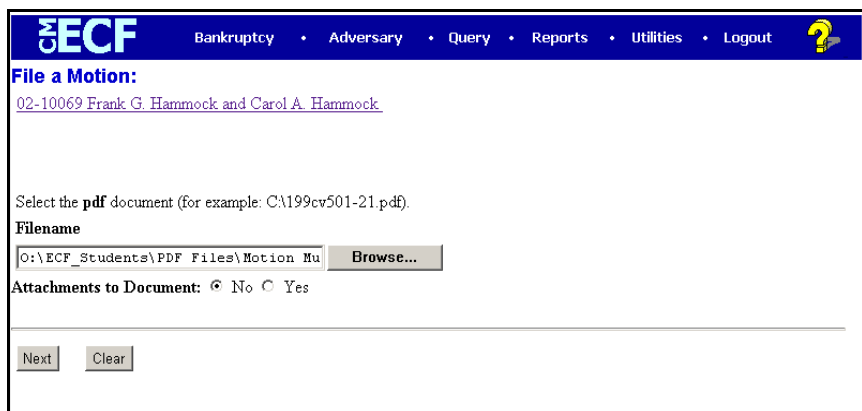


Figure 12d

- ◆ There may however be a requirement to **attach** supporting documentation to the main PDF document. To illustrate the feature of CM/ECF that allows **attachments** to the main document, click the **Yes** radio button to the right of the **Attachments to Document** prompt. (See Figure 12d.)

NOTE: Please note that the PDF file for the motion is not an **attachment**. It is considered the **main** or **associated** document. An **attachment** is another supporting document, such as affidavits or exhibits. An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

◆ Click **[Next]**.

STEP 13 When you click the **yes** radio button and click **[Next]**, the **ATTACHMENT** screen displays. (See Figure 13a.)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there's a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the page title is "File a Motion:" followed by a case number and names: "02-10069 Frank G. Hammock and Carol A. Hammock". The main section is titled "Select one or more attachments." and contains three numbered instructions. Instruction 1 says to enter the pdf document path, with a text box containing "O:\ECF_Students\PDF Files\Affidavit" and a "Browse..." button. Instruction 2 says to select a document type and/or enter a description, with a table showing "Affidavit" in the "Type" column and "he creditor, Friendly Finance." in the "Description" column. Instruction 3 says to add the filename to a list box, with a list box containing the filename and "Add to List" and "Remove from List" buttons.

Figure 13a

◆ There are three steps to the attachment process:

1. Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF attachment file is located and select it with your mouse.
 - To make certain you are about to attach the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document.
 - Verify that the document is correct and minimize or close the Adobe application by clicking on "-" or "x" in the control box in the upper right hand corner.
2. Select the appropriate attachment type from the drop down list.

- You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter "A" to signify this is Exhibit A. This description goes into docket text.

NOTE: You must enter a **Type** or a **Description**, or both. Follow your local court procedures for use of the Type and/or Description Box.

- You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1-3.



Click **[Add to List]**. (See Figure 13b.)

Figure 13b



Click **[Next]**.

STEP 14 Since a part of this multi-part motion is Relief from Stay, the **FEE** screen appears.



This screen will display the filing fee owed. After completing the case opening process you will be able to make an electronic payment for this and any other pending transactions. Click **[Next]** to continue

Step 15 The **MODIFY DOCKET TEXT** screen appears. (See Figure 14.)

Figure 14

- ◆ If appropriate, choose a prefix from the **Prefix Text** pick list
- ◆ In either or both of the text boxes, add additional text for the motions you are filing according to your court procedures.
- ◆ Click **[Next]** to continue.

STEP 16 The **FINAL DOCKET TEXT** screen displays. (See Figure 15.)

Figure 15

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click **[Next]**.
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Bar**.

STEP 17 The **NOTICE OF ELECTRONIC FILING SCREEN** displays.
(See Figure 16.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[02-10069 Frank G. Hammock and Carol A. Hammock](#)

U.S. Bankruptcy Court
Systems Deployment and Support Division

Notice of Electronic Filing

The following transaction was received from Walker, Heather J. entered on 8/23/2002 at 4:01 PM CDT and filed on 8/23/2002
Case Name: Frank G. Hammock and Carol A. Hammock
Case Number: [1:02-bk-10069](#)
Document Number: [6](#)

Docket Text:
 Motion for Adequate Protection, Motion for Relief from Stay. Receipt Number CC, Fee Amount \$75, Filed by Creditor Friendly Finance (Attachments: # (1) Affidavit of the creditor, Friendly Finance.) (Walker, Heather)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\ECF_Students\PDF Files\Motion Multi Part.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=981735245 [Date=8/23/2002] [FileNumber=7278-0] [ca516c6fcedd651ed0729ff2b16c1f6237a5b6495b358ea81c7f901c0722a6f07d8383a1ed30bb49984457309130844bf951275b1f2a9c1c22765b46059daa40]]

Document description:Affidavit of the creditor, Friendly Finance.
Original filename:O:\ECF_Students\PDF Files\Affidavit.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=981735245 [Date=8/23/2002] [FileNumber=7278-1] [a3f87ea71749e2bd08baa06c4df27e024525c63b5b6985f83c7cc700a404125c8ce7acd1fce5d523dc3ca95a5c2c27ddc8544107ed299223e86d0ef06f1fcb0b]]

1:02-bk-10069 Notice will be electronically mailed to:

William W. Thompson wwthompson@trustee.net,
 George T. Walker John_P._Walker@aotx.uscourts.gov
 Heather J. Walker walkerh@atty.net

Figure 16

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the **PACER** login screen.
- ◆ Clicking on the document number hyperlink will present the PACER login screen.
- ◆ To print a copy of this receipt click the browser **[Print]** icon.

- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.

Notice of Electronic Filing:

Hyperlink to docket sheet

Date and time stamp information

Case Title

Case number hyperlink to docket sheet?

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description: Defaults to **Main Document** being docketed.

Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.

Document description: First **attached** document's description that was entered on the attachment screen by the filer.

Original filename: Filer's full directory path from the firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.

Application To Employ For Trustees and Attorneys

This lesson shows the steps of submitting an Application to Employ filed by a Chapter 7 trustee. The same process can be applied to filing other motions or applications.

Internet users will access CM/ECF through PACER and will use two different sets of logins; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)

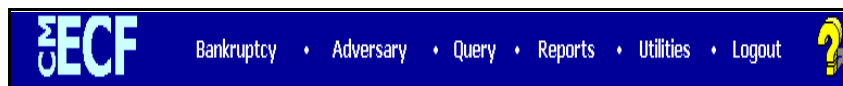


Figure 1

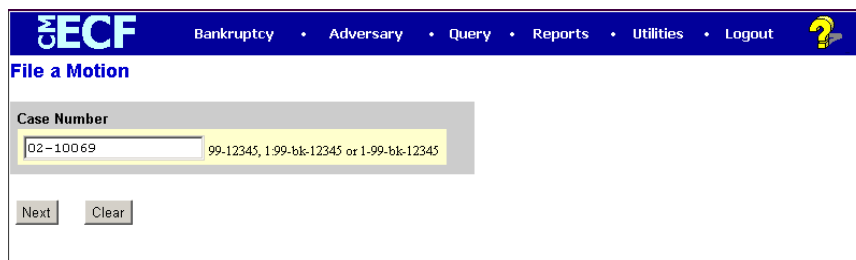
STEP 2 The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.) Your screen may appear different. Menu selections are assigned by user permissions and vary by court.



Figure 2

◆ Click the Motions/Applications hyperlink.

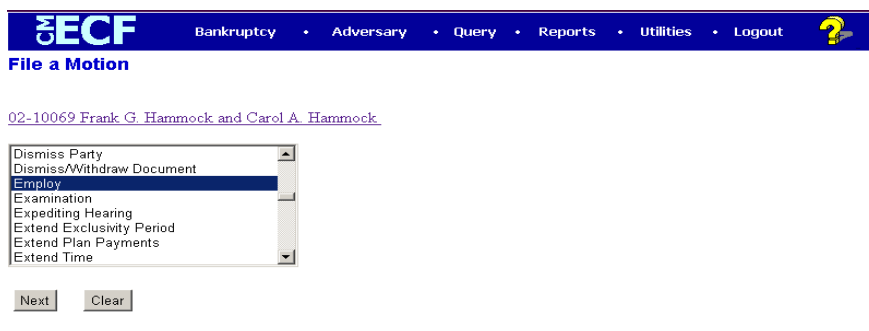
- STEP 3** Enter the case number in YY-NNNNN format in the **CASE NUMBER** screen and click **[Next]**. (See Figure 3.)



The screenshot shows the ECF 'File a Motion' interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the bar, the title 'File a Motion' is displayed. A 'Case Number' label is above a text input field containing '02-10069'. To the right of the input field is a hint text: '99-12345, 1-99-blk-12345 or 1-99-blk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 3

- STEP 4** The **MOTION EVENT SELECTION** screen is displayed. (See Figure 4.)



The screenshot shows the ECF 'File a Motion' interface. Below the 'Case Number' field, there is a link: '02-10069 Frank G. Hammock and Carol A. Hammock'. Below the link is a dropdown menu titled 'MOTION EVENT SELECTION'. The dropdown is open, showing a list of events: Dismiss Party, Dismiss/Withdraw Document, Employ (highlighted), Examination, Expediting Hearing, Extend Exclusivity Period, Extend Plan Payments, and Extend Time. Below the dropdown are two buttons: 'Next' and 'Clear'.

Figure 4

- ◆ Scroll the **File a Motion** box to select the **Employ** event.

NOTE: To locate your event quickly, type the first letter of the entry (**E** for Employ) and the highlight bar will immediately select the first event beginning with E.

- ◆ Click **[Next]**.

STEP 5 The attorney **JOINT FILING** screen will then be displayed. (See Figure 5.)



Figure 5

- ◆ This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen.
- ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
- ◆ Click **[Next]**.

STEP 6 The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. (See Figure 6.)

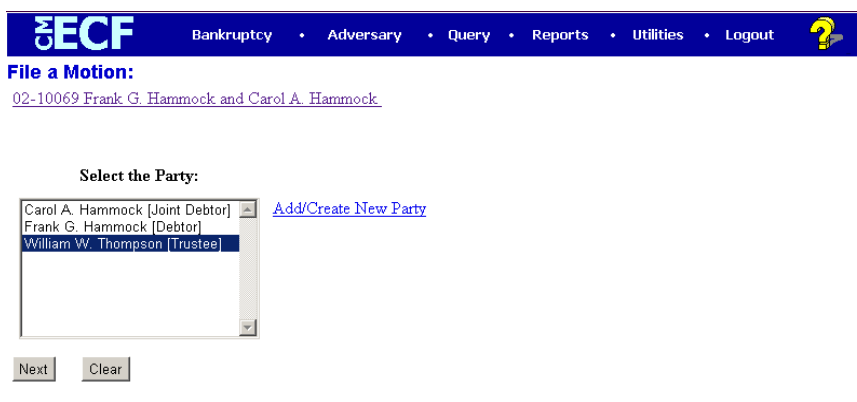
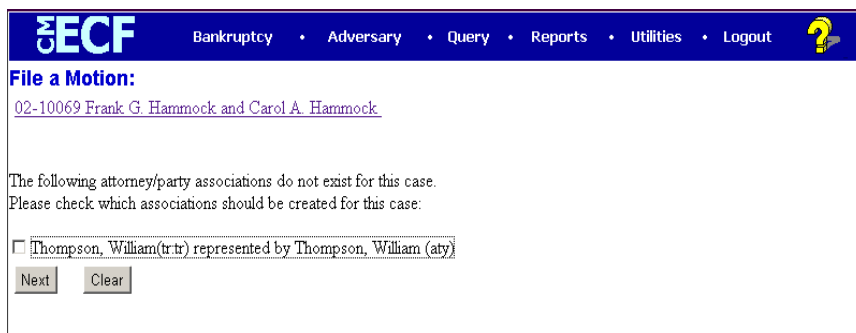


Figure 6

- ◆ Locate and select the trustee in the **Party Selection** window.
- ◆ Click **[Next]** to continue.

STEP 7 The **ATTORNEY/PARTY ASSOCIATION** screen may appear.
(See Figure 7.)



The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:'. Underneath, there is a link to '02-10069 Frank G. Hammock and Carol A. Hammock'. The main content area contains the text: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this text is a checkbox followed by the text 'Thompson, William(tr.tr) represented by Thompson, William (aty)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 7

- ◆ This screen presents a check box to link the filer to the attorney. As a trustee, if you are not filing this application in the capacity of the *attorney for the trustee*, skip this screen.

If an attorney is filing this for another party she or he represents and this screen is presented, check the box to establish this relationship.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 8a.)



The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:'. Underneath, there is a link to '02-10069 Frank G. Hammock and Carol A. Hammock'. The main content area contains the text: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this text is a label 'Filename' followed by a text input field and a 'Browse...' button. Below the input field is the text 'Attachments to Document: ☒ No ☐ Yes'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 8a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.

- ◆ To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 8b.)

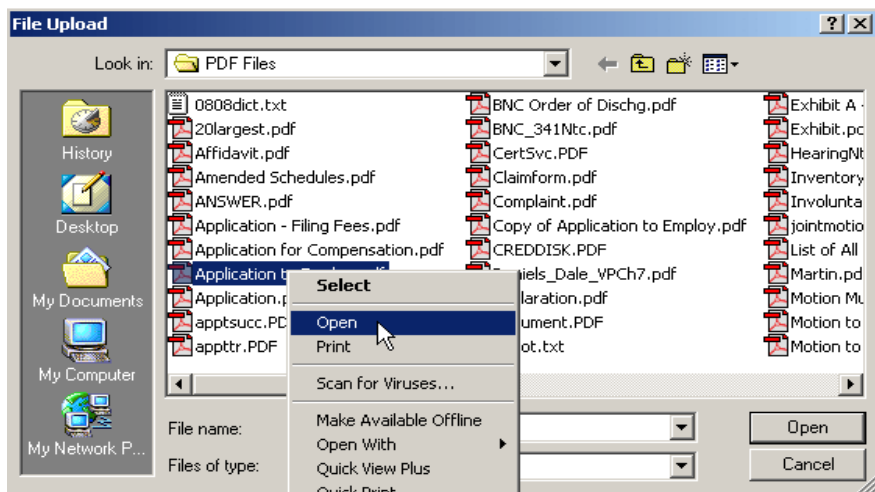


Figure 8b

- ◆ This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- ◆ Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the **FILE UPLOAD** dialogue box. (See Figure 8c.)

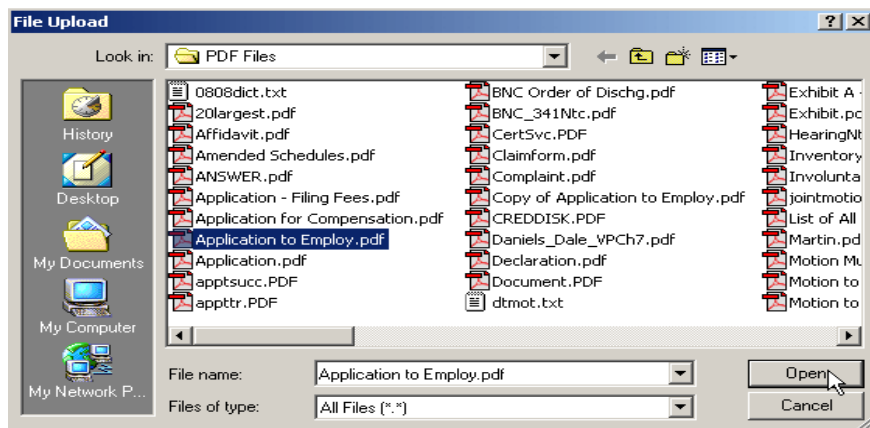


Figure 8c

- ◆ The path and name of the selected PDF file is placed in the **Filename** box. The file will be associated with the current event and a hyperlink will be created to it. (See Figure 8d.)

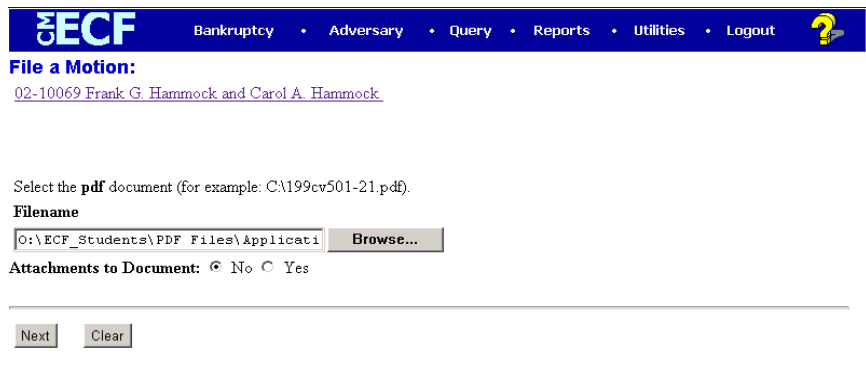


Figure 8d

- ◆ There may be a requirement to **attach** supporting documentation to the main PDF document. To illustrate the feature of CM/ECF that allows **attachments** to the main document, click the **Yes** radio button to the right of the **Attachments to Document** prompt. (See Figure 8d.)

NOTE: Please note that the PDF file for the Application to Employ is not an **attachment**. It is considered the **main** or **associated** document. An **attachment** is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- ◆ Click **[Next]** to continue with the attachment process.

STEP 9 If you selected the **yes** radio button, the **ATTACHMENT** screen is presented next. (See Figure 9.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
02-10069 Frank G. Hammock and Carol A. Hammock

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename
O:\ECF_Students\PDF Files\Supportin **Browse...**

2) Select a document type and/or enter a description.

Type	Description
Schedule	for Auctioneer, Hank Schroeder

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

Figure 9

◆ There are three steps to the attachment process:

1. Click [**Browse**], then navigate to the drive and directory where the appropriate PDF attachment file is located and select it with your mouse.
 - To make certain you are about to attach the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document.
 - Verify that the document is correct and minimize or close the Adobe application by clicking on “-“ or “X” in the control box in the upper right hand corner.
2. Select the appropriate attachment type from the drop down list.
 - You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter “A “ to signify this is Exhibit A. This description goes into docket text.

NOTE: You must enter a **Type** or a **Description**, or both. This will be court-specific.

3. You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1 - 3..

- ◆ Click **[Next]**.

STEP 10 A **DOCUMENT INFORMATION** screen displays next.
(See Figure 10.)

Figure 10

- ◆ The information typed in the windows displayed above will appear in docket text. Follow local court conventions for entering this data.
- ◆ Click **[Next]** to continue.

STEP 11 The **MODIFY TEXT** screen will display a prefix box and a supplemental text box to add more detail to the docket text.
(See Figure 11.)

Figure 11

- ◆ Click the down arrow ▼ to display the prefix options. Select a descriptive prefix, if it is appropriate.
- ◆ If necessary, add detail to the final text.

- ◆ Click **[Next]** to continue.

STEP 12 The **FINAL APPROVAL** screen will appear. (See Figure 12.)

The screenshot shows the 'File a Motion' screen in the CM/ECF system. At the top is a blue navigation bar with the 'ECF' logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the bar, the page title is 'File a Motion:' followed by the case number '02-10069 Frank G. Hammock and Carol A. Hammock'. A yellow box highlights the 'Docket Text: Final Text' section, which contains the text: 'Application to Employ Hank Schroeder as Auctioneer *For the sale of equipment.* Filed by Trustee William W. Thompson (Attachments: # (1) Schedule for Auctioneer, Hank Schroeder) (Thompson, William)'. Below this, a red warning message states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom are two buttons: 'Next' and 'Clear'.

Figure 12

- ◆ Verify the final docket text. Read the warning message and proceed.
- ◆ If correct, click **[Next]**
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find and correct the error(s) and then proceed with the event.
 - To abort or restart the transaction (at any time before final submission), click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 13a.)

File a Motion:
[02-10069 Frank G. Hammock and Carol A. Hammock](#)

U.S. Bankruptcy Court
Systems Deployment and Support Division

Notice of Electronic Filing

The following transaction was received from Thompson, William W. entered on 8/20/2002 at 3:37 PM CDT and filed on 8/20/2002

Case Name: Frank G. Hammock and Carol A. Hammock
Case Number: [1:02-bk-10069](#)
Document Number: [2](#)

Docket Text:
 Application to Employ Hank Schroeder as Auctioneer *For the sale of equipment*. Filed by Trustee William W. Thompson (Attachments: # (1) Schedule for Auctioneer, Hank Schroeder) (Thompson, William)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\ECF_Students\PDF Files\Application to Employ.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=981735245 [Date=8/20/2002] [FileNumber=7167-0] [d9f5ece2c58895cf39a6c25d0f131caa3c997bea766a1dd364aeac34e8f265ba7a2cabe7bf9794b627fd2a30641704f2981aabc60db60217e5abdc72889812]]
Document description:Schedule for Auctioneer, Hank Schroeder
Original filename:O:\ECF_Students\PDF Files\Supporting Document.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=981735245 [Date=8/20/2002] [FileNumber=7167-1] [9944e3a926e4b6ba787ce682954673eb5fafba07090ff6d08b4ad778a924dd1fe51889278c82a8fb502e5307e942da5248f5133739a9b9eb564ad0b754d91215]]

1:02-bk-10069 Notice will be electronically mailed to:

William W. Thompson wwthompson@trustee.net,
 George T. Walker John_P._Walker@aotx.uscourts.gov

1:02-bk-10069 Notice will not be electronically mailed to:

Figure 13a

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the Public Access to Electronic Records (**PACER**) login screen.
- ◆ Clicking on the document number hyperlink will present the Public Access to Electronic Records (**PACER**) login screen.

Features of the CM/ECF Notice of Electronic Filing:

- ◆ Hyperlink to docket sheet
- ◆ Date and time stamp information
- ◆ Case Title
- ◆ Case number hyperlink to docket sheet?
- ◆ Docket text
 - Annotated text in italics
 - Text produced from docket event
 - Attachment type, description and attachment number which in the Docket Sheet is a hyperlink to the PDF file of the attached document
- ◆ **Associated documents:**
 - ◆ Document description: Defaults to the Main Document being filed.
 - ◆ Original filename: Filer's full directory path from firm or court's PC or network.
 - ◆ Electronic document stamp: Unique identifying number of the document being filed. Used for security purposes. Key file of the court used for encryption.
- ◆ **Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
- ◆ **Notice will not be electronically mailed to:**

Name and address of other parties on the case who have not furnished their e-mail address to the court.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ You may also save the notice through the browser **File/Save** option.

*****NOTE TO ATTORNEY/TRUSTEE USERS*****

You may view each filed **PDF** document once without charge. To avoid later charges, download a copy of each document during this first viewing.

Queries and Reports

- ◆ Trustee and Attorneys will have access to the Notice of Electronic Filing when it is first generated. To print a copy of this notice click the browser **[Print]** icon. To obtain a duplicate copy, a docket report can be generated with an option to include the Notices of Electronic Filing.

However, subsequent access to any Query or Report programs for attorneys and trustees must go through the Public Access to Electronic Records (**PACER**) system.

- ◆ When an attorney or trustee filer selects a menu option from Reports, Query or the Claims Register, they will be accessing it through PACER using their PACER login name and password. (See Figure 13b.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6836 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Login Reset

Figure 13b

NOTE: Users must already be registered with the PACER system in order to have a login and password. The PACER login and password must not be confused with the court assigned CM/ECF login and password that's used for filing.

- ◆ A Transaction Receipt is provided at the end of each report that is printed by the PACER user. This information displays the number of billable pages that was printed. (See Figure 13c.)

PACER Service Center			
Transaction Receipt			
08/22/2002 12:13:14			
PACER Login:	ao0055	Client Code:	
Description:	Docket Report	Case Number:	02-10069
Billable Pages:	1	Cost:	0.07

Figure 13c

Application For Compensation *For Attorneys and Trustees*

CM/ECF records professional fee and expense requests filed by trustees, attorneys or other professionals.

In this process the user records as many applicant requests as necessary and has the option of permanently adding those parties to the case. If there is no need to have each professional applicant as an active participant on the case, the Person record will appear on the Party pick list *only for this event*. Filers will be identified separately even if the filer is requesting fees and/or expenses on his/her own behalf.

This lesson shows how to process applications filed

- ◆ by trustees or attorneys for other professionals,
- ◆ by trustees for their own fees and expenses,
- ◆ by attorneys for their own fees and expenses.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
(See Figure 1.)

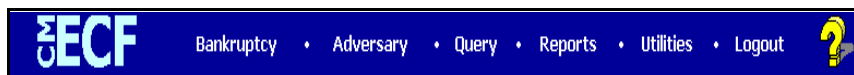


Figure 1

STEP 2 Click the Motions/Applications hyperlink on the **BANKRUPTCY EVENTS** screen. (See Figure 2.)



Figure 2

- STEP 3** The **CASE NUMBER** screen displays the last case number used in this CM/ECF session. If this is the correct case, accept it by clicking on **[Next]**. Otherwise, enter the correct case number in YY-NNNNN format and click **[Next]**. (See Figure 3.)

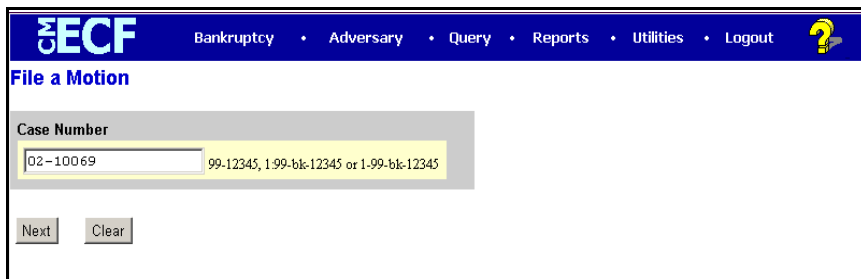
The screenshot shows the 'File a Motion' screen in the CM/ECF system. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar, the title 'File a Motion' is displayed. The main section is titled 'Case Number' and contains a text input field with the value '02-10069'. To the right of the input field, there is a hint text: '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field, there are two buttons: 'Next' and 'Clear'.

Figure 3

- STEP 4** Select the Compensation event from the **MOTION EVENT SELECTION** screen. (See Figure 4.)

The screenshot shows the 'File a Motion' screen in the CM/ECF system. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar, the title 'File a Motion' is displayed. The main section shows the case number '02-10069' and the case name 'Frank T. Hammock and Carol A. Hammock'. Below this, there is a dropdown menu for selecting a motion event. The dropdown menu is open, showing a list of events: Avoid Lien, Borrow, Compel, Compensation (highlighted), Consolidate, Contempt, Continue Hearing, and Continue Meeting of Creditors. Below the dropdown menu, there are two buttons: 'Next' and 'Clear'.

Figure 4

NOTE: To find the application or motion you need fast, type the first letter of the event (C for Compensation) and the highlight bar will immediately select the first entry beginning with C. Scroll or press the **Down Arrow** until you locate the event you want.

- ◆ Click **[Next]**.

STEP 5 The attorney **JOINT FILING** screen may then display.
(See Figure 5.)



The screenshot shows the ECF system interface. At the top is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the page title is 'File a Motion:' followed by the case number and names: '02-10069 Frank T. Hammock and Carol A. Hammock'. The main content area contains a checkbox labeled 'Joint filing with other attorney(s)'. Below the checkbox are two buttons: 'Next' and 'Clear'.

Figure 5

- ◆ This screen is used only if another attorney is joining in a filing, such as a stipulation. If you are the trustee or the only attorney filing this application, skip this screen.
- ◆ Click **[Next]**.

STEP 6 The **PARTY SELECTION** screen will be presented listing all the current participants on this case. (See Figure 6.)



The screenshot shows the ECF system interface. At the top is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the page title is 'File a Motion:' followed by the case number and names: '02-10069 Frank T. Hammock and Carol A. Hammock'. The main content area contains a section titled 'Select the Party:' with a dropdown menu. The dropdown menu is open, showing a list of parties: 'Hammock, Carol A. [Joint Debtor]', 'Hammock, Frank T. [Debtor]', 'Mayfair, Julian [Trustee]', and 'Woodring, Zane [U.S. Trustee]'. To the right of the dropdown menu is a link: 'Add/Create New Party'. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

Figure 6

NOTE: Adding the professional to the party list at this point does not add them as a party to the case. They will appear on the pick list solely for the purpose of recording the request for fees and expenses.

- ◆ If you are the attorney filing for compensation **on your own behalf**, select the party(s) you represent.
- ◆ If you are the attorney filing for compensation **for another professional**, select that party.

- ◆ If you are the trustee filing for compensation **on your own behalf**, select your name.
- ◆ If you are the trustee filing for compensation **for other professionals**, select your name as well as the party or parties.
- ◆ If the **PROFESSIONAL** is already a party on the case, you will be able to select them from this screen. Otherwise click on the **[Add/Create New Party]** hyperlink to add the new applicant(s) to the party list. If there are multiple applicants on one application, each applicant should be added at this time.

STEP 7 The **PARTY SELECTION** screen will then list all professionals required for this pleading. (See Figure 7).

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:' followed by a case link '02-10069 Frank T. Hammock and Carol A. Hammock'. The main content area is titled 'Select the Party:' and features a dropdown menu with the following options: 'Schroeder, Hank J. [Auctioneer]', 'Hammock, Carol A. [Joint Debtor]', 'Hammock, Frank T. [Debtor]', 'Mayfair, Julian [Trustee]', and 'Woodring, Zane [U.S. Trustee]'. The 'Mayfair, Julian [Trustee]' option is currently selected. To the right of the dropdown is a link 'Add/Create New Party'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 7

NOTE: In our exercise we have added Hank Schroeder as a professional on the Party Pick List solely for the purpose of recording the request for fees and expenses. The professional has not, as yet, been made a party in the case. With Hank Schroeder highlighted, hold down the <Ctrl> key and select Julian Mayfair since the trustee is the filer in this event. (See Figure 7).

- ◆ Select **[Next]**.

- STEP 8** The **ATTORNEY/PARTY ASSOCIATION** screen may appear. This screen presents a check box to establish the client/attorney association. If the attorney/trustee does not represent the professional, do not check the box. (See Figure 8.)

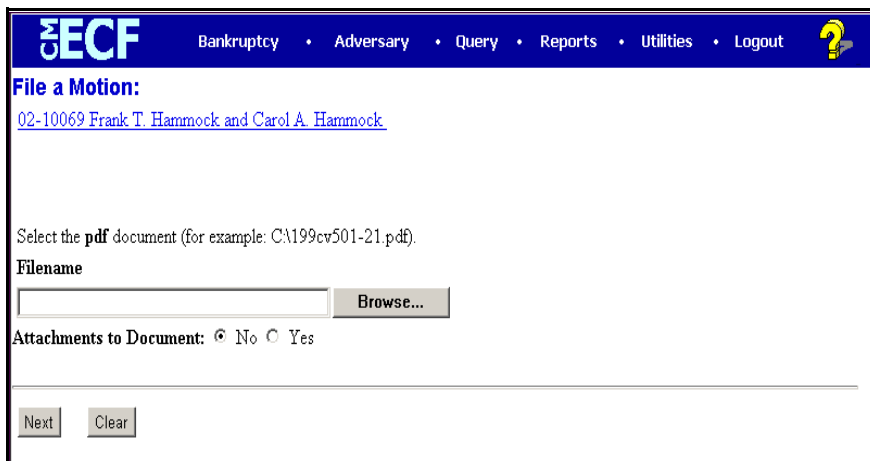


The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link to "02-10069 Frank T. Hammock and Carol A. Hammock". The main content area contains the text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text are two checkboxes. The first checkbox is labeled "Schroeder, Hank(prfauc) represented by Mayfair, Julian (aty)" and is unchecked. The second checkbox is labeled "Mayfair, Julian(trtr) represented by Mayfair, Julian (aty)" and is also unchecked. At the bottom of the form are two buttons: "Next" and "Clear".

Figure 8

- ◆ In our exercise, Julian Mayfair does not represent Hank Schroeder or himself in this event.
- ◆ Click **[Next]**.

- STEP 9** The **PDF DOCUMENT SELECTION** screen will then display. (See Figure 9a.)



The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link to "02-10069 Frank T. Hammock and Carol A. Hammock". The main content area contains the text: "Select the pdf document (for example: C:\199cv501-21.pdf).". Below this text is a label "Filename" followed by a text input field and a "Browse..." button. Below the input field is a label "Attachments to Document:" followed by two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 9a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 9b.)

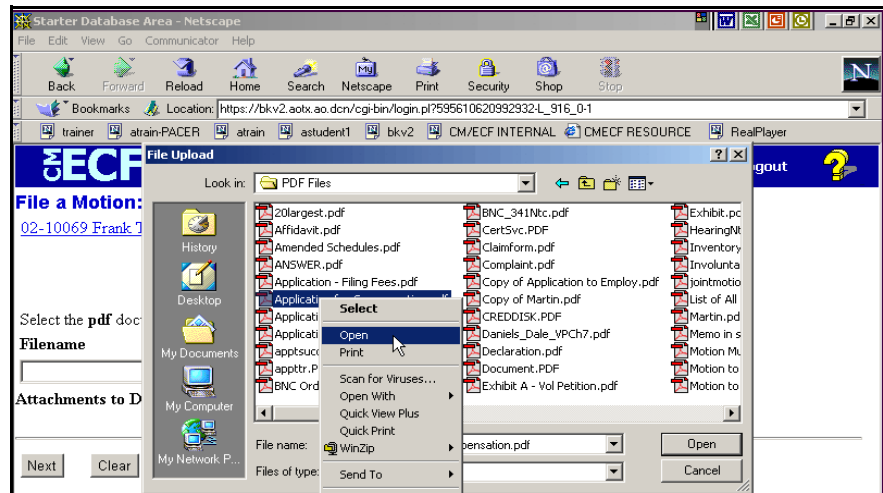


Figure 9b

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application if that is the correct file, click **[Open]** on the FILE UPLOAD dialogue box. (See Figure 9c.)

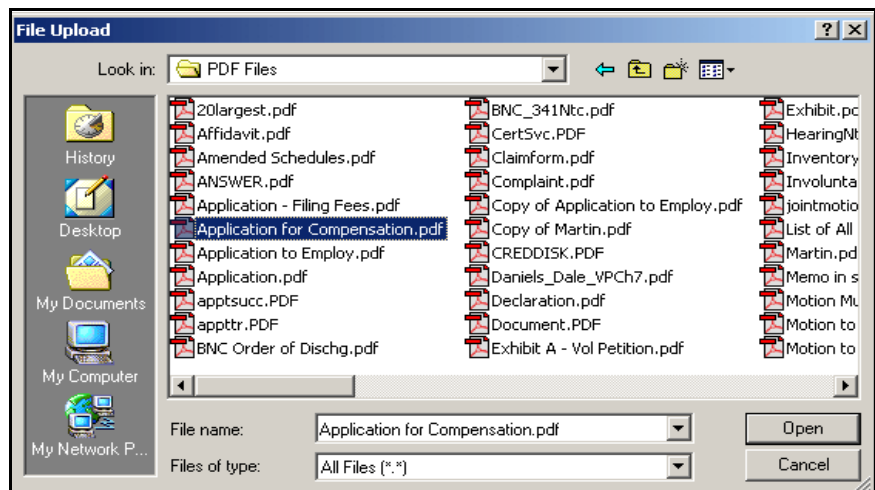


Figure 9c

- ◆ The **PDF DOCUMENT SELECTION** screen will then show the pathway to the PDF file. (See Figure 9d.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[02-10069 Frank T. Hammock and Carol A. Hammock](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

Figure 9d

- ◆ Click **[Next]**.
- ◆ A **CASE CONFIRMATION** screen appears with a hyperlink to the docket sheet if needed. (See Figure 9e.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[02-10069 Frank T. Hammock and Carol A. Hammock](#)

Figure 9e

- ◆ Click **[Next]**

STEP 10 The **FEE PROCESSING** screen appears with each party selected from the previous party pick list screen. (See Figure 10a.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

[02-10069 Frank T. Hammock and Carol A. Hammock](#)

Applicant Julian Mayfair	Type <input type="text" value="Trustee Chapter 7"/>
<input checked="" type="checkbox"/> Filer	
From <input type="text"/>	To <input type="text"/>
Fee request \$ <input type="text"/>	Expense request \$ <input type="text"/>
<hr/>	
Applicant Hank J. Schroeder	Type <input type="text" value="Auctioneer"/>
<input type="checkbox"/> Filer	<input type="checkbox"/> Party
From <input type="text" value="8/24/2002"/>	To <input type="text" value="8/26/2002"/>
Fee request \$ <input type="text" value="475"/>	Expense request \$ <input type="text" value="34.60"/>

Figure 10a

Data entered on this screen are recorded in the professional fees and expenses record for inclusion on the Professional Fees Applied For/Awarded report.

- ◆ Two check boxes may appear for each party.
 - The Filer check box will appear below each party name. Select the filer of the application.
 - If the party is not currently a party to the case, a Party check box appears below the professional type list. The *professional fee* record will be created regardless if the applicant is a formal party on the case. If you check this Party box, the name will appear on the Party pick list for this case in future processing. Follow local guidelines on this issue.

NOTE: The professional fee record will be created regardless if the applicant is a formal party on the case.

- *In this example, since the trustee, Julian Mayfair, is already a party on the case, a Party check box is not presented. However, the Filer check box will allow us to designate him as the filer of this application. (Figure 10a)*

- ◆ The Professional Type must be selected to record the applicant's role in the case. The Professional Type for the applicant will be listed on the Professional Fees Awarded report. Attorney filers should choose Debtor's Attorney, Creditor's Attorney, or Trustee's Attorney.
- ◆ Enter the date or date range for services performed.
- ◆ Enter the amount(s) in the Fee and Expense fields in dollars and cents. Do not use \$ or commas.

To summarize:

If the filer is...	Then
Trustee filing for compensation on behalf of another professional (See Figure 10a)	<ol style="list-style-type: none"> 1) Check FILER box below trustee's name and select proper professional type; DO NOT include date(s), fee and expense information for trustee record 2) Select professional type, check PARTY box only, record date(s), fee and expense information for professional for which compensation is requested
Debtor's attorney filing for compensation on his/her own behalf or on behalf of law firm (See Figure 10b)	<ol style="list-style-type: none"> 1) Record professional type, date, fee and expense information ONLY for attorney or law firm 2) Leave debtor(s) record(s) blank
Trustee filing for compensation on his/her own behalf (See Figure 10c)	<ol style="list-style-type: none"> 1) Include professional type, date, fee and expense information in one trustee record.

- ◆ The **FEE PROCESSING** screen for the debtor's attorney application for compensation would look like Figure 10b.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, a case number and names are displayed: 02-10069 Frank T. Hammock and Carol A. Hammock. The main form area is divided into two sections. The first section is for George T. Walker, with the 'Filer' checkbox checked and 'Type' set to 'Debtor's Attorney'. It includes fields for 'From' (8/24/2002), 'To' (9/3/2002), 'Fee request \$' (1475), and 'Expense request \$' (325). The second section is for Frank T. Hammock, with the 'Filer' checkbox unchecked and 'Type' set to 'Accountant'. It includes empty fields for 'From', 'To', 'Fee request \$', and 'Expense request \$'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

Figure 10b

NOTE: Leave debtor(s) record(s) blank.

- ◆ If a trustee is filing for compensation on his own behalf, there will be one party record. The Filer designation should be checked. (See Figure 10c.)

Figure 10c

- ◆ Click **[Next]** to continue.

STEP 11 The **MODIFY TEXT** screen will allow you to select pretext or add more detail to the docket text. (See Figure 11)

Figure 11

- ◆ Select **[Next]**.

STEP 12 The **FINAL DOCKET TEXT SCREEN** is then presented. (See Figure 12.)

Figure 12

- ◆ Verify the final docket text. Read the **Attention!!** message and proceed.
- ◆ If correct, click **[Next]**.
- ◆ If the final docket text is incorrect:
 - Click your browser's **Back** button to the **FEE PROCESSING** screen and change the figures there.
 - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 13 The **NOTICE OF ELECTRONIC FILING** is then generated and displayed. (See Figure 13.)

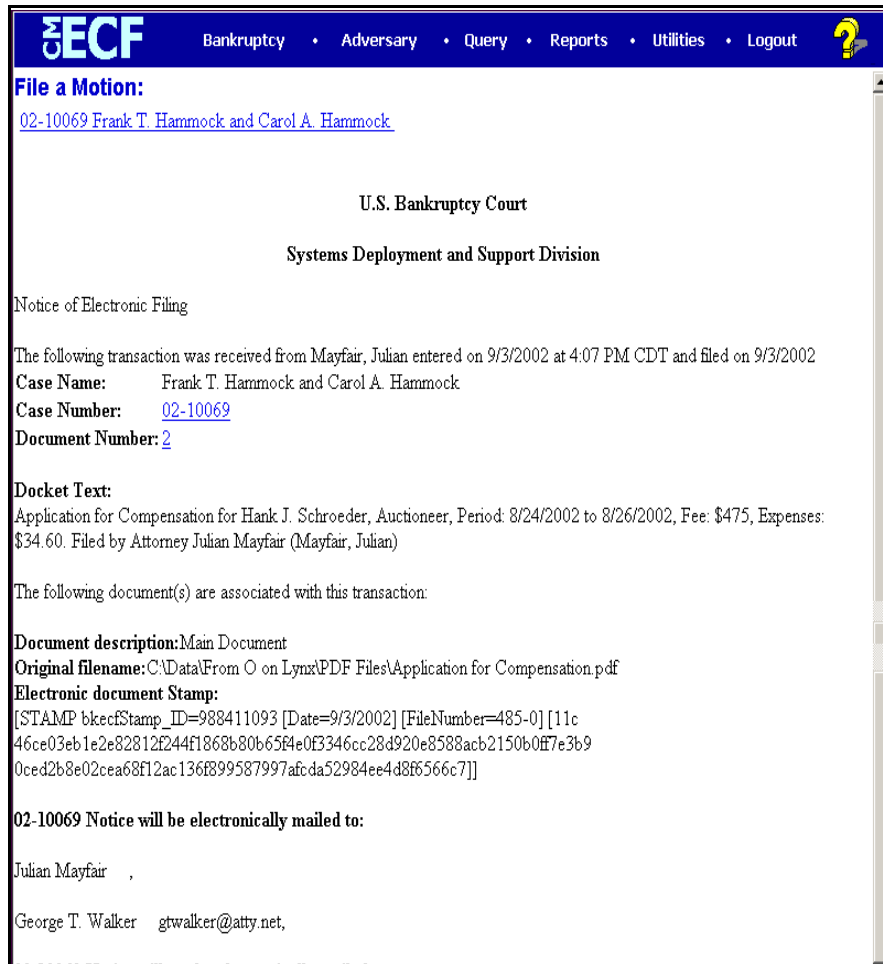


Figure 13

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present a **PACER** login screen.
- ◆ Clicking on the document number hyperlink will present a **PACER** login screen.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ It is highly recommended that you save a copy of this notification for your records. Click on the browser **File/Save** option.

Objections to Motions

For Attorneys

This lesson explains how to docket an objection (or a response) to a motion or application. The example used is an objection to a Motion to Avoid a Lien.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

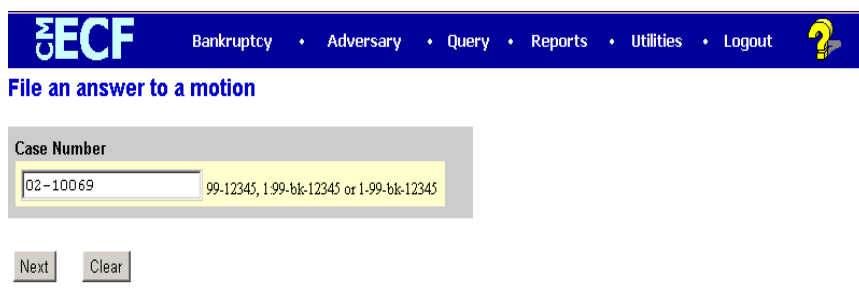
- ◆ Click the Answer/Response hyperlink.

- STEP 3** The **ANSWER/RESPONSE TYPE** screen displays. (See Figure 3.)



Figure 3

- ◆ Click the Reference an Existing motion/application hyperlink.

STEP 4 The **CASE NUMBER** screen displays (See Figure 4.)

The screenshot shows the 'File an answer to a motion' screen. At the top is a blue navigation bar with the 'ECF' logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a yellow banner with the text 'File an answer to a motion'. The main content area has a grey header 'Case Number'. Below this is a text input field containing '02-10069'. To the right of the input field is a yellow tooltip box containing the text '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 4


- ◆ Enter the correct case number, including the hyphen.
- ◆ Click **[Next]**.

STEP 5 The **DOCUMENT TYPE SELECTION** screen displays. (See Figure 5.)

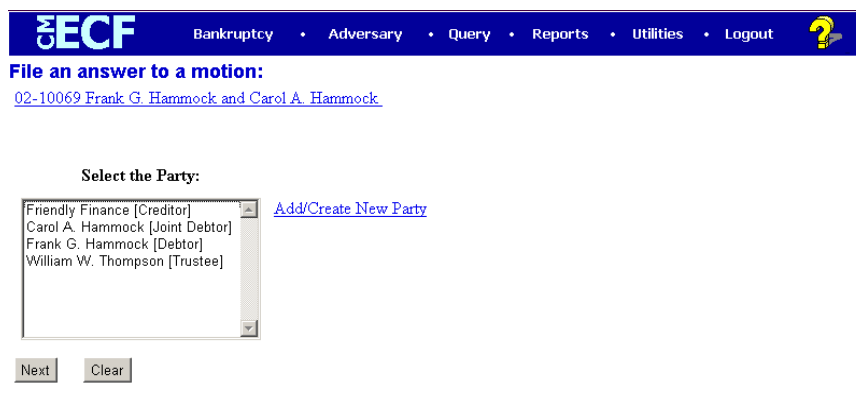
The screenshot shows the 'File an answer to a motion' screen. At the top is a blue navigation bar with the 'ECF' logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a yellow banner with the text 'File an answer to a motion'. The main content area has a grey header 'Case Number'. Below this is a text input field containing '02-10069'. To the right of the input field is a yellow tooltip box containing the text '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field is a dropdown menu with 'Objection' selected. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

Figure 5

- ◆ Click on the down arrow in the **Document Type** pick list.
- ◆ Your choices in the starter database are Objection, Reply or Response. Highlight **Objection**.
- ◆ Click **[Next]**.

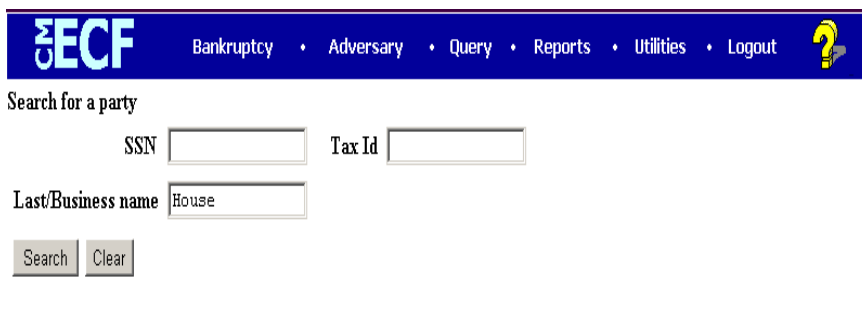
STEP 6 The **JOINT FILING** screen displays. (See Figure 6.)**Figure 6**

- ◆ This screen will only be used if another attorney is joining in this filing. If you are the only attorney filing this application, skip this screen.
- ◆ If this were a joint filing and the box were checked, a listing of attorneys presently on the case would be presented for selection.
- ◆ Click **[Next]**.

STEP 7 The **SELECT PARTY** screen displays. (See Figure 7.) All participating parties on the case will appear on this list.**Figure 7**

- ◆ The party for whom you are filing the objection in this example is Householders Finance.
- ◆ Since the party name (Householders Finance) does not display in the **Select The Party** box, they need to be added to this case.
- ◆ Click the Add/Create New Party hyperlink.

- STEP 8** The **PARTY SEARCH** screen displays. (See Figure 8.) You must first search the database to retrieve the party record. If the party is new to the court, a new party record must be created.



Search for a party

SSN Tax Id

Last/Business name

Figure 8

- ◆ It is very important to search carefully and thoroughly before adding a new party so duplicate records for the same person or entity do not reside on the database. Additional search hints are provided below.

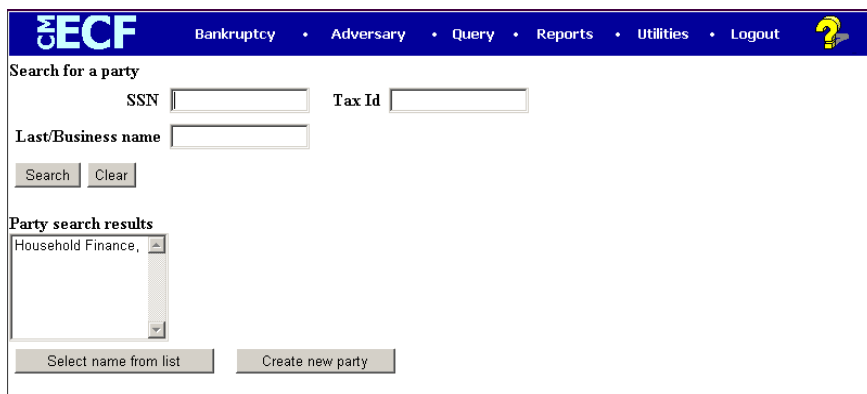
Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Include punctuation. (O'Brien, Garcia-Barrera)
- Try alternate search clues if your first search is not successful.
- Partial names using a minimum of two characters can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)

- ◆ Click in the **Last/Business name** box and enter the last (or partial) name or business name of the party. We have entered House for Householders Finance.
- ◆ Click **[Search]** .

STEP 9

The system will search the court database and then display a list of all parties whose names match the search criteria you entered. Our search has found one party that matched our search criteria. However, in this example, Household Finance is not the correct party. (See Figure 9a.)

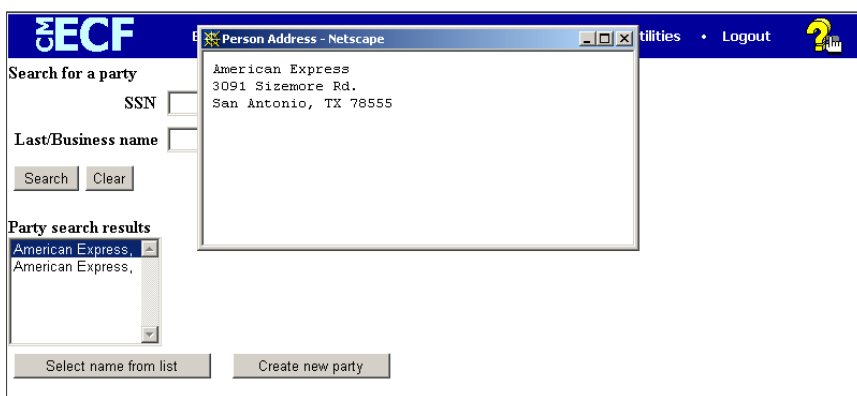


The screenshot shows the CM/ECF search interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a search section titled "Search for a party" with input fields for SSN and Tax Id, and a "Last/Business name" field. There are "Search" and "Clear" buttons. Below the search section is a "Party search results" section. It contains a list box with "Household Finance" selected. At the bottom of the results section are two buttons: "Select name from list" and "Create new party".

Figure 9a**NOTE:**

Your name search may find more than one record having the same name as shown in **Figure 9b**. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.



The screenshot shows the same CM/ECF search interface as Figure 9a, but with a pop-up window titled "Person Address - Netscape" open. The pop-up window displays the following address information: American Express, 3091 Sizemore Rd., San Antonio, TX 78555. The search results section now shows "American Express" selected in the list box. The "Create new party" button is still visible at the bottom.

Figure 9b

In our example we need to create a new party record in this case so click the **[Create new party]** button.

STEP 10 The **PARTY INFORMATION** screen will then appear.
(See Figure 10.)

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Figure 10

- ◆ Complete all appropriate name fields. The entire business name should be entered in the Last Name field. Do not add address information unless required by the court.
- ◆ Since this party is represented by an attorney, do not change the pro se default value of No.
- ◆ Click to expand the Party Role list arrow ▼ and highlight Creditor (cr:cr).
- ◆ Click **[Submit]**

STEP 11 The **SELECT PARTY** screen displays again with the new party filer highlighted at the top of the list (Householders Finance).
(See Figure 11.)

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File an answer to a motion:
[02-10069 Frank G. Hammock and Carol A. Hammock](#)

Select the Party:

[Add/Create New Party](#)

Figure 11

- ◆ Click **[Next]**.

STEP 12 The **ATTORNEY/PARTY ASSOCIATION** screen appears. (See Figure 12.)

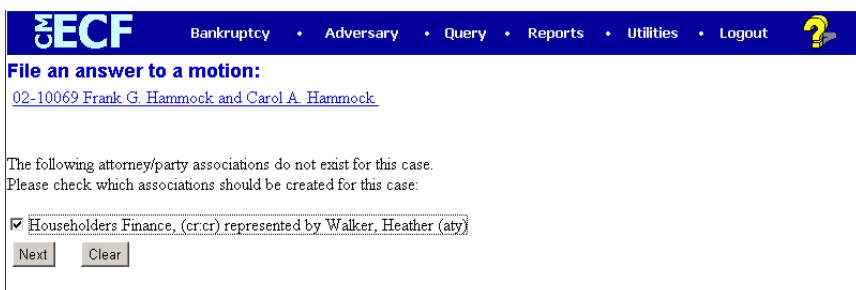


Figure 12

- ◆ Since your party, Householders Finance, is new to this case, this screen will establish you as counsel for them on this case. Heather Walker is used as an example here.
- ◆ Check the box and click **[Next]**.

STEP 13 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 13a.)

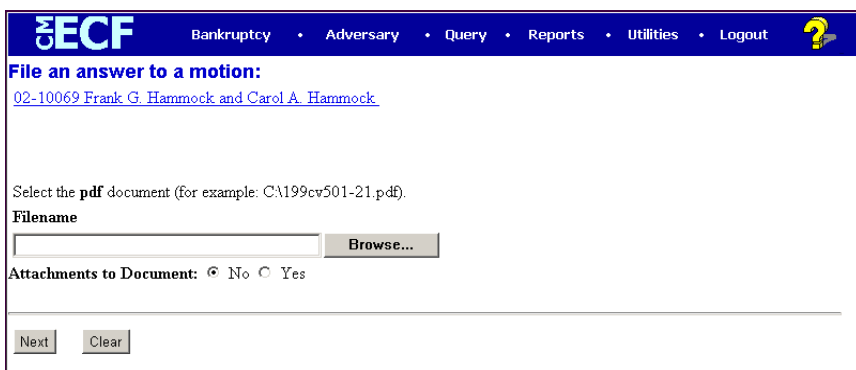


Figure 13a

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files (*.*)**.

- ◆ To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 13b.)

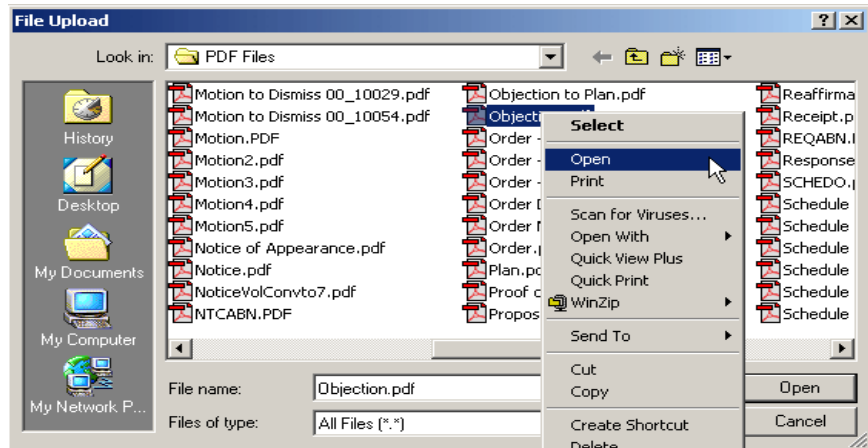


Figure 13b

- ◆ This will launch the Adobe Acrobat Reader which will display the contents of the images document. Verify that the document is correct.
- ◆ Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the **FILE UPLOAD** dialogue box. (See **Figure 13c.**)

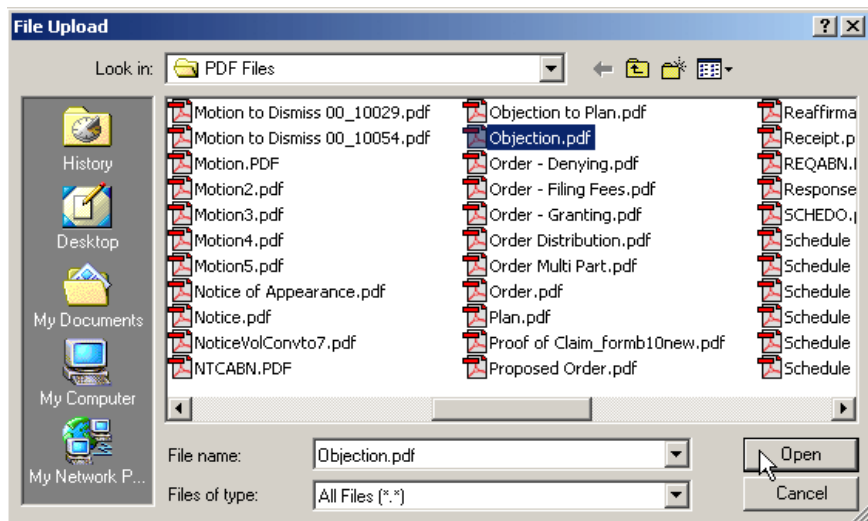


Figure 13c

- ◆ The path and name of the selected PDF file is placed in the **Filename**. The file will be associated with the current event and a hyperlink will be created to it. (See Figure 13d.)

Figure 13d

- ◆ There will not be any Attachments to the objection in this lesson. Accept the **No** default radio button.
- ◆ Click **[Next]**.

STEP 14 The **PENDING MOTIONS** screen appears. (See Figure 14.)

Figure 14

- ◆ Select the appropriate motion you wish to answer by clicking in the box next to the date. If there is more than one possibility, click on the document number hyperlink to view the imaged application or motion.
- ◆ Click **[Next]**.

- STEP 15** The **MODIFY DOCKET TEXT** screen appears. This screen will display a prefix box and a supplemental text box to add more detail to the docket text. (See Figure 15.)

Figure 15

- ◆ Click the down arrow ▼ to display the prefix options. Select a descriptive prefix, if it is appropriate.
- ◆ If necessary, add detail to the final text.
- ◆ Click **[Next]**.

- STEP 16** The **FINAL DOCKET TEXT** screen appears.)See Figure 16.)

Figure 16

- ◆ Use caution on this screen and proof the contents of the entry carefully. Read the **Attention!!** notice.

NOTE: To abort or restart the transaction at any time, click the Bankruptcy hyperlink on the main menu bar.

- ◆ When you click **[Next]**, the entry is sent to the court's database.

STEP 17 The **NOTICE OF ELECTRONIC FILING** screen appears. (See Figure 17.)

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File an answer to a motion:
[02-10069 Frank G. Hammock and Carol A. Hammock](#)

U.S. Bankruptcy Court
Systems Deployment and Support Division

Notice of Electronic Filing

The following transaction was received from Walker, Heather J. entered on 8/29/2002 at 10:26 AM CDT and filed on 8/29/2002

Case Name: Frank G. Hammock and Carol A. Hammock
Case Number: [1:02-bk-10069](#)
Document Number: [11](#)

Docket Text:
 Objection to (related document(s): [10] Motion to Avoid Lien with Household Finance, filed by Frank G. Hammock, Carol A. Hammock) Filed by Creditor Household Finance (Walker, Heather)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\ECF_Students\PDF Files\Objection.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=981735245 [Date=8/29/2002] [FileNumber=7600-0] [5
 3481d3cd8215fd250b55d17c69cf3d675f489ab65efad5c63ce8613edbf624e432f56ba
 036bc44e450efaa6ec435209aa7d05fd3d38f581caafe3939b2990bbe]]

1:02-bk-10069 Notice will be electronically mailed to:

William W. Thompson wwthompson@trustee.net,
 George T. Walker gtwalker@atty.net
 Heather J. Walker walkerh@atty.net

Figure 17

Features of the CM/ECF Notice of Electronic Filing:

- ◆ Hyperlink to docket sheet
- ◆ Date and time stamp information
- ◆ Case Title
- ◆ Case number hyperlink to docket sheet?
- ◆ Docket text
 - Annotated text in italics
 - Text produced from docket event
 - Attachment type, description and attachment number which in the Docket Sheet is a hyperlink to the PDF file of the attached document

- ◆ **Associated documents:**
- ◆ Document description: Defaults to the Main Document being filed.
- ◆ Original filename: Filer's full directory path from firm or court's PC or network.
- ◆ Electronic document stamp: Unique identifying number of the document being filed. Used for security purposes. Key file of the court used for encryption.
- ◆ **Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
- ◆ **Notice will not be electronically mailed to:**

Name and address of other parties on the case who have not furnished their e-mail address to the court.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ You may also save the notice through the browser **File/Save** option.

*****NOTE TO ATTORNEY/TRUSTEE USERS*****

You may view each filed **PDF** document once without charge. To avoid later charges, download a copy of each document during this first viewing.

Queries and Reports

- ◆ Trustee and Attorneys will have access to the Notice of Electronic Filing when it is first generated. To print a copy of this notice click the browser **[Print]** icon. To obtain a duplicate copy, a docket report can be generated with an option to include the Notices of Electronic Filing.

However, subsequent access to any Query or Report programs for attorneys and trustees must go through the Public Access to Electronic Records (**PACER**) system.

- ◆ When an attorney or trustee filer selects a menu option from Reports, Query or the Claims Register, they will be accessing it through PACER using their PACER login name and password. (See Figure 13b.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Login Reset

Figure 13b

- NOTE:** Users must already be registered with the PACER system in order to have a login and password. The PACER login and password must not be confused with the court assigned CM/ECF login and password that's used for filing.

- ◆ A Transaction Receipt is provided at the end of each report that is printed by the PACER user. This information displays the number of billable pages that was printed. (See Figure 13c.)

PACER Service Center			
Transaction Receipt			
08/22/2002 12:13:14			
PACER Login:	ao0055	Client Code:	
Description:	Docket Report	Case Number:	02-10069
Billable Pages:	1	Cost:	0.07

Figure 13c

Submission of Proposed Orders¹

Format of Proposed Order:

Proposed orders may be submitted to the Court through CM/ECF. **All orders submitted through CM/ECF must be formatted as follows:**

- ◆ 4 inch margin (i.e., 4 inches of “white space”) from the top of the first page of the proposed order.
- ◆ The last page of the proposed order should contain the following character sequence, centered at the end of the text:

#

This serves as a signal to the system of the page/document end.
- ◆ The proposed order **should not** contain a judge’s signature line/block.

After logging into CM/ECF the user proceeds as follows:

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu. **(See Figure 1)**

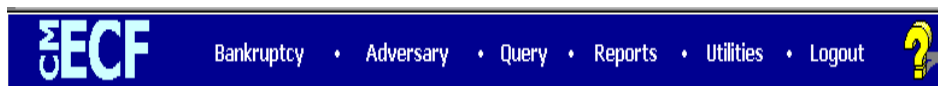


Figure 1

¹ Proposed orders are submitted to the court via **E-Orders**. E-Orders is a web-based application developed by the U.S. Bankruptcy Court for the Western District of Texas.

STEP 2 The Bankruptcy Events screen will display. (See Figure 2)



Figure 2

- ◆ Click the Order Upload hyperlink.

STEP 3 The Order Upload menu will display. (See Figure 3)



Figure 3

- ◆ Click the Upload Single hyperlink.

STEP 4 The Case Number screen displays. (See Figure 4)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, and Reports. Below this is a green header area with the text 'Upload a Single Order'. Underneath, a blue link reads '3:03-bk-30040 Joseph Wayne Tester3 and Sarah Lynn Tester3'. The main form area is white and contains a label 'Related Document Number' followed by a text input field. To the right of the field is a prompt: 'Enter the document number of the related matter for which the order is being submitted.' Below this is a note: 'Note: If you don't know the related document number, click on Next to continue.' At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 5

- ◆ Enter the case number, including the hyphen.
- ◆ Click **[Next]**.

STEP 5 The Related Document screen will display. (See Figure 5)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, and Query. Below this is a green header area with the text 'Upload a Single Order'. The main form area is white and contains a label 'Case Number' followed by a text input field. To the right of the field is a prompt: 'Examples: 99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below this are two buttons: 'Next' and 'Clear'.

Figure 4

- ◆ If you know the document number that the proposed order is being submitted for, enter it in the prompt box available and proceed with STEP 8. Otherwise, click **[Next]**.

STEP 6 The Category Selection screen will now display. (See Figure 6)

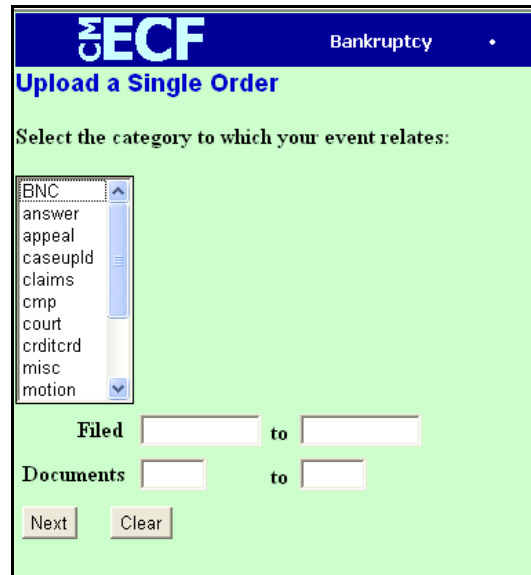


Figure 6

- ◆ Select the category that the proposed order relates to; generally this will be the “motion” category. You may enter a “Filed” date range or a “Document” number range to assist in the search. Click **[Next]**.

STEP 7 The Related Document screen for the category specified will display. (See Figure 7)



Figure 7

- ◆ Select the appropriate related document by checking the corresponding box; click **[Next]**.

STEP 8 The Order Upload screen will display. (See Figure 8)

ECF Bankruptcy • Adversary • Query • Reports

Upload a Single Order

Case Number: 3:03-bk-30040
Case Name: Joseph Wayne Tester3 and Sarah Lynn Tester3
Related Document Number: 1
Related Document Description: Chapter 13 Voluntary Petition - case upload

Order Type:
Hearing Date: Examples: 03/19/2002 or 03/19/02
File to Upload:

Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to create your orders, they should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use other software, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Upload your orders correctly through the court's noticing center.

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this order.

Figure 8

- ◆ Confirm the case number, case name, related document number, and related document description at the top of the screen.
- ◆ Select the order type from the drop-down menu. (See Figure 8a). (NOTE: Actual order types may differ)

ECF Bankruptcy • Adversary • Query

Upload a Single Order

Case Number: 3:03-bk-50038
Case Name: Michael Easter and Rebecca Easter
Related Document Number: 30
Related Document Description: Motion to Avoid Lien

Order Type:
Hearing Date: Examples: 03/19/2002 or 03/19/02
File to Upload:
Notes:

Order
Expedited
Hearing Scheduled
Hearing Held

Figure 8a

- ◆ If you have selected either Hearing Held or Hearing Scheduled as the Order Type, fill in the Hearing Date field accordingly.

NOTE: If the Hearing Held or Hearing Scheduled Order Type is selected, you **must** fill in the hearing information or you will not be able to finish the upload process.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 8b.)

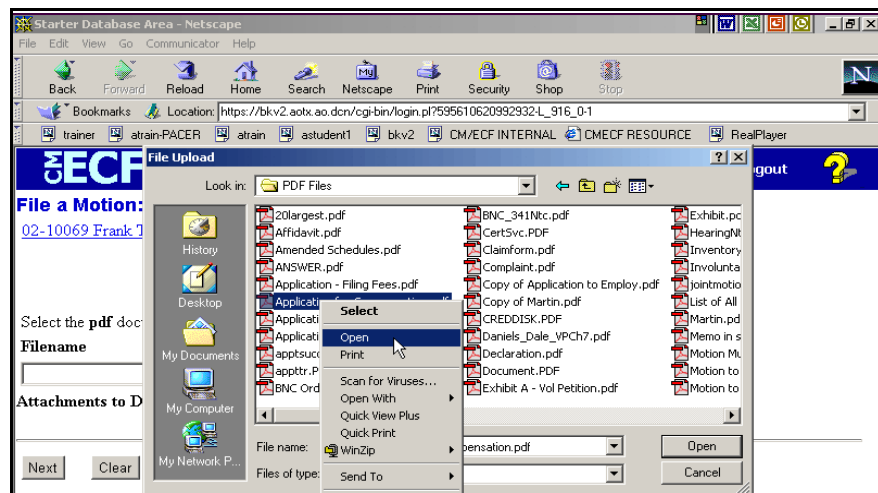


Figure 8b

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application if that is the correct file, click **[Open]** on the FILE UPLOAD dialogue box. (See Figure 8c.)

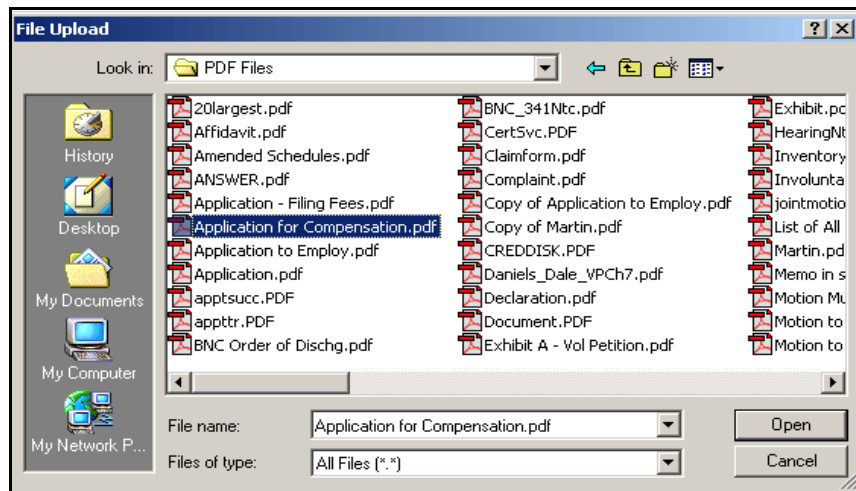


Figure 8c

- ◆ The **File to Upload** box will now show the pathway to the PDF file.
- ◆ Review the information on the Order Upload screen. **Once you click Next you will not have an opportunity to modify your submission.**
- ◆ Click **[Next]**.

STEP 9 The Upload Confirmation screen will display. (See Figure 9)

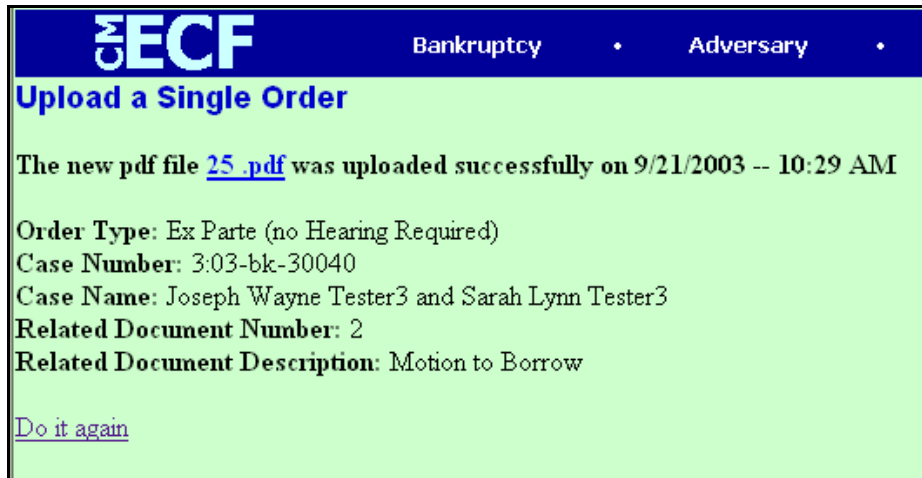


Figure 9

- ◆ You may view the PDF by clicking on the **PDF number hyperlink** to verify you have uploaded the correct order to the case.

Uploading an Additional or Replacement Order ²

In some instances an order may need to be replaced or a second order created. For example, after a hearing the judge may ask both attorneys to submit revised orders. The attorney submitting the original proposed order would replace his/her submission with the revised order, and the other attorney would upload another proposed order. However, an order cannot be replaced if the original order has been routed to the Judge. If this is the case, the system will let you know the order cannot be replaced at this time. **An external filer cannot replace an order uploaded by a different filer.**

The process of replacing an order is the same as uploading the order as previously described. However, after selecting the document number a warning screen appears letting you know an order already exists for the document and giving you the option to create a new order or replace the existing order. (See **Figure 10**)

Choose to create or replace the order as appropriate by clicking on the radio

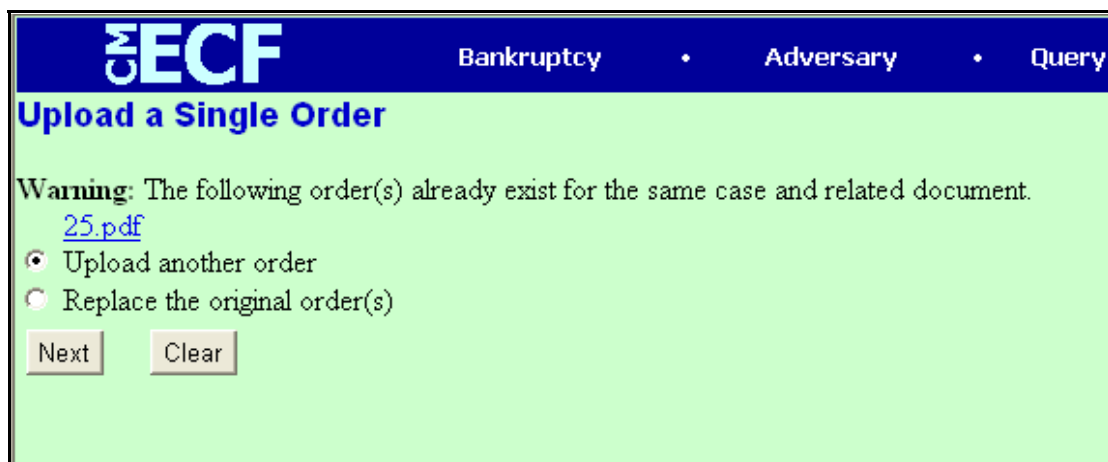
The screenshot shows a web interface for the ECF system. At the top is a blue header bar with the ECF logo on the left and the text 'Bankruptcy • Adversary • Query' on the right. Below the header, the page title is 'Upload a Single Order'. The main content area has a light green background and contains a warning message: 'Warning: The following order(s) already exist for the same case and related document.' followed by a blue hyperlink '25.pdf'. Below the warning are two radio button options: 'Upload another order' (which is selected) and 'Replace the original order(s)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 10

button next to your selection, then click **[Next]**. The same screen as **Figure 8** will appear. Follow the steps outlined in **Step 8** to upload an additional or replacement order. You will get a confirmation screen like the one in **Figure 9** to let you know the process was completed successfully.

² Procedures outlined in this section are from E-Orders Version 2.0 User's Guide, July 2003 Edition; United States Bankruptcy Court, Western District of Texas.

Adversary Case Opening

For Attorneys

Opening an Adversary proceeding involves entering the necessary information regarding the plaintiff, defendant, and basic statistical data. The complaint is incorporated into this process and will not need to be docketed separately. During the filing of this event (unlike the opening of a Bankruptcy Case), the attorney for the plaintiff must select himself/herself at the attorney selection screen. (Refer to Step 9, page 6)

- STEP 1** Click the Adversary hyperlink on the CM/ECF main menu bar. (See Figure 1.)

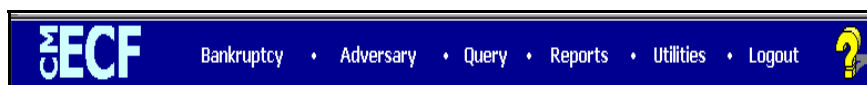


Figure 1

- STEP 2** Click on the Open AP Case hyperlink displayed on the **ADVERSARY EVENTS** screen. (See Figure 2.)



Figure 2

- STEP 3** The **CASE DATA** screen displays. (See Figure 3.)



Figure 3

- ◆ The case number will be generated at the end of this process. Make sure you take note of it on the final screen.
- ◆ The current date is displayed next to **Date Filed**.
- ◆ The **Case Type** value is **ap** for adversary proceeding. There is no other selection.
- ◆ The Complaint field signifies the lead event for this proceeding. If you are filing something other than a complaint such as a Notice of Removal, select **(n)** for no.
- ◆ Click **[Next]**.

STEP 4 The **LEAD CASE/ASSOCIATION TYPE** screen appears. (See Figure 4.)

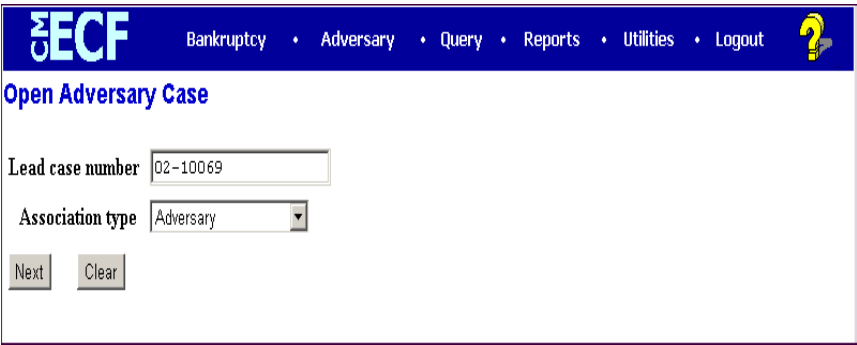


Figure 4

- ◆ Enter the **Lead Bankruptcy Case Number** in yy-nnnnn format, including the hyphen.

NOTE: If the case number is invalid or if the lead case does not reside on this database, an error message, “**YY-NNNNN is not a valid case. Please enter a valid value.**” is generated. You will not be able to proceed with the case opening process. Research the reason for the error.

If you **do not** enter any number in the **Lead Case Number** field the system **will** allow you to proceed with case opening.

- ◆ The **Association type** defaults to Adversary. Other selections are Consolidated, Jointly Administered, and Related. Leave the default and click **[Next]**.

STEP 5 The **CASE ASSIGNMENT** screen displays. Case assignment is based on the lead Bankruptcy case. (See Figure 5.)

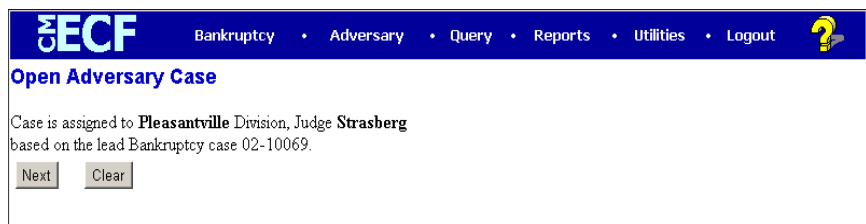


Figure 5

- ◆ Click **[Next]**.

STEP 6 The **PARTY SEARCH** screen appears. (See Figure 6.)

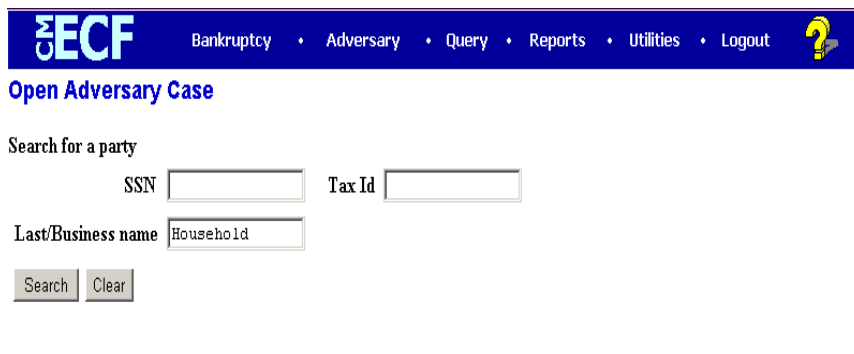


Figure 6

- ◆ Before adding a party, it is recommended that one search the database for the filer. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name.
 - Enter the last name of the party to be searched. If this is a business filing, enter the first word of the name to search the database. The entire business name is stored in the **Last/Business name** field. The field size is 200 characters

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Include punctuation. (O'Brien, Zeta-Jones)
- Try alternate search clues if your first search is not successful.
- Partial names (minimum of two characters) can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)
- Do not search only by the asterisk * itself.

- ◆ Enter the plaintiff's last/business name and click **[Search]**. In Figure 6 we have entered the first word of the plaintiff's name (Household).

NOTE: Do not use the asterisk * by itself as search criteria. If just the asterisk is used, the entire database will be searched and require unnecessary systems resources and may degrade response time.

STEP 7 The **SEARCH RESULTS** screen appears. (See Figure 7a.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Search for a party

SSN Tax Id

Last/Business name

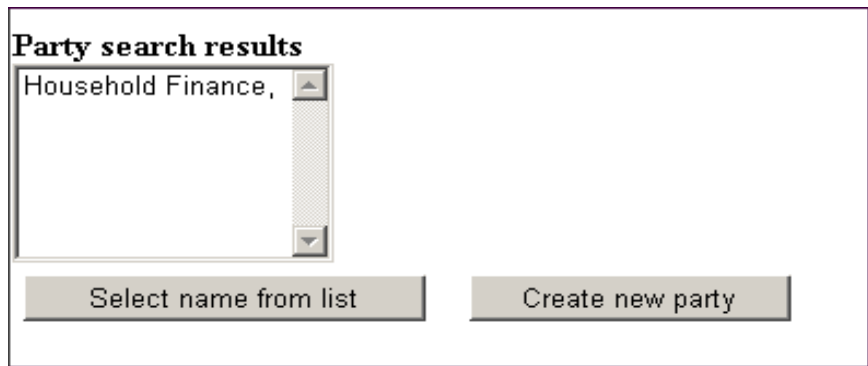
Party search results

Household Finance,

Figure 7a

NOTE: If the designated party was already on the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation you would select the party by highlighting the name with your mouse and click on the **[Select Name From List]** button. (See Figure 7b.)

- ◆ In Figure 7b the only party on the database matching the search criteria was Household Finance. Since our party, Household Financial Services is not on the list, click the **[Create New Party]** button.



Party search results

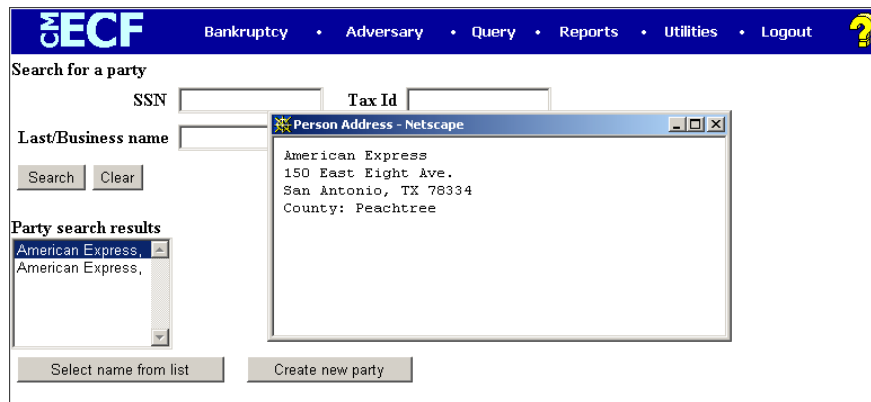
Household Finance,

Select name from list Create new party

Figure 7b

NOTE: Your name search may find more than one record having the same name as shown in **Figure 7c**. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Search for a party

SSN Tax Id

Last/Business name

Search Clear

Party search results

American Express,
American Express,

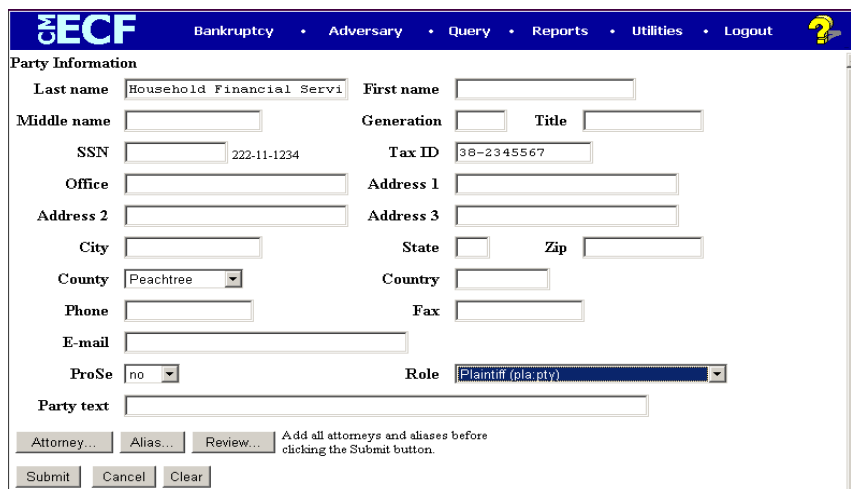
Select name from list Create new party

Person Address - Netscape

American Express
150 East Eight Ave.
San Antonio, TX 78334
County: Peachtree

Figure 7c

STEP 8 The **PARTY INFORMATION** screen appears. (See Figure 8.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

Figure 8

- ◆ Enter the plaintiff's **Name** and **Tax ID** or **SSN** information in the appropriate boxes.
- ◆ Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select Plaintiff.
- ◆ The **Party Text** field is used for further party description, such as A California Corporation or Executor for the Estate of.... This information will appear on the caption of the docket report immediately after the party's name.
- ◆ Click on the **[Attorney]** button on the **PARTY INFORMATION** screen. (See Figure 8.)

STEP 9 For adversary openings **ONLY**, you will need to add yourself as the attorney representing the plaintiff(s). Steps 9 - 11 will show how this is done.

- ◆ Your attorney record already exists on the court's database in an attorney roll that is maintained by court staff.

The **ATTORNEY SEARCH** screen allows you to retrieve your attorney record by either State Bar ID or Last Name (or partial Last Name.) (See Figure 9.)



Figure 9

- ◆ This exercise illustrates how one could search for the attorney Heather Walker. The search clue entered in the Last name field is the first two letters (minimum required) of her last name.
- ◆ Click on **[Search]**.

STEP 10 The **ATTORNEY SEARCH RESULTS** screen will display all the matches for the search clue you entered. (See Figure 10.)



Figure 10

- ◆ Highlight your name with your mouse and click on **[Select Name From List]**.

STEP 11

The **ATTORNEY INFORMATION** screen displays the master attorney record from the court attorney roll. (See Figure 11a.)

The screenshot shows the 'Attorney Information' screen for Heather J. Walker. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The page title is 'Attorney Information (Party Household Financial Services,)' followed by 'Heather J. Walker Bar Id:TX132456 Bar Status:Active'. The form contains several input fields: Office (Walker and Associates), Address 1 (945 Inverness Road), Address 2 (empty), Address 3 (empty), City (San Antonio), State (TX), Zip (78233), Country (empty), Phone (210-667-3456), Fax (empty), E-mail (hjo@atty.net), and Lead attorney (yes). At the bottom, there are three buttons: 'Add attorney', 'Cancel attorney', and 'Clear'. A note states: 'Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.'

Figure 11a

- ◆ Your attorney record can accommodate only one address. If the address for this case is different, make the changes to this screen. This will change professional and mailing information **FOR THIS CASE ONLY**.
- ◆ After verifying this information, click **[Add Attorney]** to associate this record with your plaintiff.
- ◆ The main **PARTY INFORMATION** screen again appears. (See Figure 8.) At this time you could click on the **[Review]** button to verify attorney and alias information for this party. Figure 11b shows how this information is displayed.

The screenshot shows the 'Review attorneys and aliases' screen. The header is the same as Figure 11a. The page title is 'Review attorneys and aliases' followed by 'Household Financial Services'. Below the title, it says 'Uncheck to remove from list'. Under 'Attorneys added:', there is a checked box next to 'Walker, Heather J.' followed by her address: 'Walker and Associates, 945 Inverness Road, San Antonio, TX 78233'. Under 'Aliases added:', it says 'None added.' At the bottom, there are two buttons: 'Return to Party screen' and 'Clear'.

Figure 11b

- ◆ Click on **[Return to Party screen]**.
- ◆ When the Party Information screen appears again, click **[Submit]**

- STEP 12** You have added the plaintiff and if there are no more plaintiffs, the next step is to add the defendant(s). The **PARTY SEARCH** screen will appear again for that purpose. (See Figure 12.)

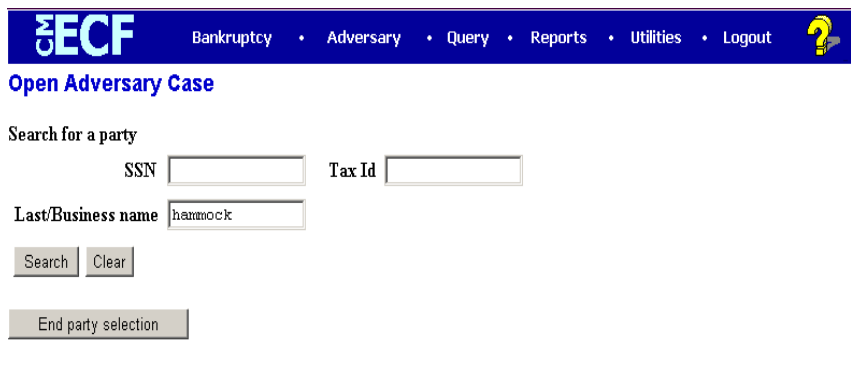


Figure 12

- ◆ Enter party information for the defendant Frank T. Hammock. Search by last name.

- STEP 13** When the **SEARCH RESULTS** screen appears, the party will be displayed because Frank Hammock is already a debtor on the bankruptcy case. (See Figure 13.)

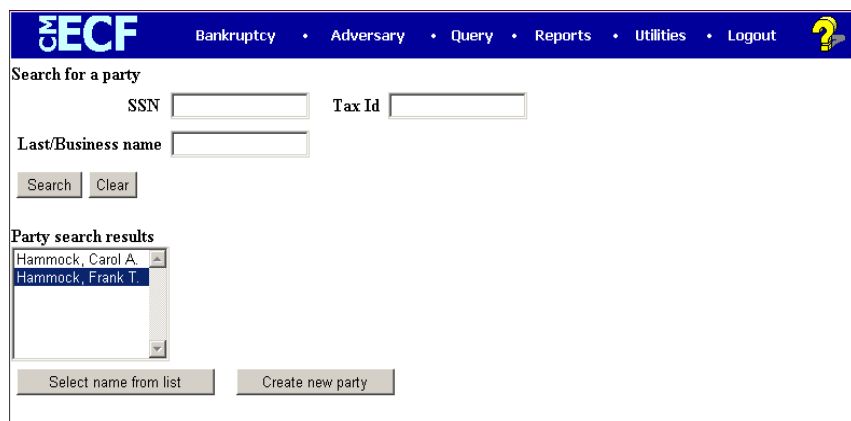


Figure 13

- ◆ Highlight the name and click on **[Select name from list]**.

- STEP 14** The **SEARCH RESULTS** screen appears next with this party's data and address as it is recorded in the database from the bankruptcy case. (See Figure 14.)

The screenshot shows the ECF Party Information form for Frank T. Hammock (SSN: 123-23-3546). The form includes fields for Office, Address 1 (3467 Wayward Lane, Apt 3B), Address 2, Address 3, City (San Antonio), State (TX), Zip (78556), County (Peachtree), Country, Phone, Fax, E-mail, ProSe (no), and Role (Defendant (dft.pty)). There is a Party text field and buttons for Attorney..., Alias..., Review..., Submit, Cancel, and Clear. A note states: "Add all attorneys and aliases before clicking the Submit button."

Figure 14

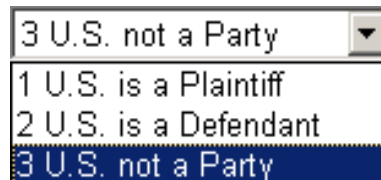
- ◆ Follow your court's procedures for addresses for defendants. You must select the Party Role by clicking on the ▼ down arrow for the **Role** field. Highlight **Defendant** and click on **[Submit]**. **The defendant's attorney information will be added at a later time.**
- ◆ The Party Search screen will reappear. Since the bankruptcy case we are using is a joint case, we would complete steps 12-14 again for the other party (Carol A. Hammock in this case). When all parties have been entered, click on **[End Party Selection]**.

- STEP 15** The **ADVERSARY STATISTICAL** screen appears. (See Figure 15a).

The screenshot shows the ECF Open Adversary Case form. It includes fields for Party code (3 U.S. not a Party), Nature of suit (424 (Obj/Revocation Discharge 727)), Origin (1 Original Proceeding), Transfer date, Rule 23 (class action) (n), Jury demand (None), and Demand (\$000). There are Next and Clear buttons.

Figure 15a

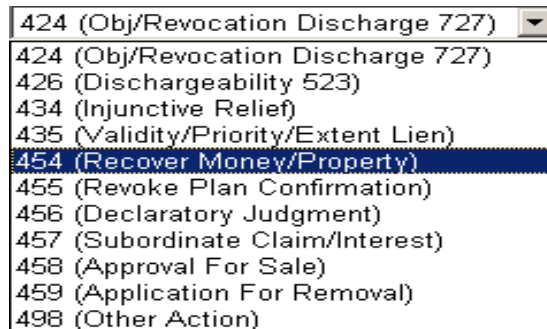
- ◆ Unless the US is a plaintiff or defendant in your case, accept the default **US not a Party** as shown in Figure 15b.



3 U.S. not a Party
1 U.S. is a Plaintiff
2 U.S. is a Defendant
3 U.S. not a Party

Figure 15b

- ◆ For our exercise select **454 (Recover Money/Property)** as the Nature of Suit of the complaint from the list below (See Figure 15c.).



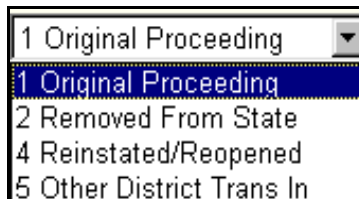
424 (Obj/Revocation Discharge 727)
424 (Obj/Revocation Discharge 727)
426 (Dischargeability 523)
434 (Injunctive Relief)
435 (Validity/Priority/Extent Lien)
454 (Recover Money/Property)
455 (Revoke Plan Confirmation)
456 (Declaratory Judgment)
457 (Subordinate Claim/Interest)
458 (Approval For Sale)
459 (Application For Removal)
498 (Other Action)

Figure 15c

- ◆ Only one suit can be selected during the opening of an adversary case.
- ◆ Multiple suits will be handled according to the direction of your court.

NOTE: If there are multiple suits and one is a 727 Objection to Discharge, it is important to enter 424 as the Nature of Suite here.

- ◆ The **Origin** code defaults to original proceeding. (See Figure 15d.) Accept the default. Other values are:



1 Original Proceeding
1 Original Proceeding
2 Removed From State
4 Reinstated/Reopened
5 Other District Trans In

Figure 15d

- ◆ The default in the **Rule 23 (Class Action)** box is *n*. Change the default to *y* only if this is a Class Action suit.
- ◆ The default in the **Jury Demand** box is *n* (None). (See Figure 15e.)

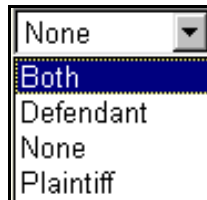


Figure 15e

- ◆ For our case we will leave the default of **None**.
- ◆ **Dollar Demand.** If there is a dollar demand, enter the amount in thousands to the nearest thousand. For example, if the Dollar Demand is \$4550, \$5,000, or \$5499, you would enter 5 for \$5000, leaving off the 000. Since our Nature of Suit is Recover Money/Property we will enter **29** for \$29,000.00.
- ◆ Verify the data on your screen and then click **[Next]**.

STEP 16 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 16a.)

Figure 16a

- ◆ To associate the imaged document with this entry, select the PDF filename of the complaint you are filing.
 - Click **[Browse]**. In the **File Upload** screen change **Files of type:** to **All files(*.*)** then navigate to the directory where

the appropriate PDF file is located and select it with your mouse.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 16b.)

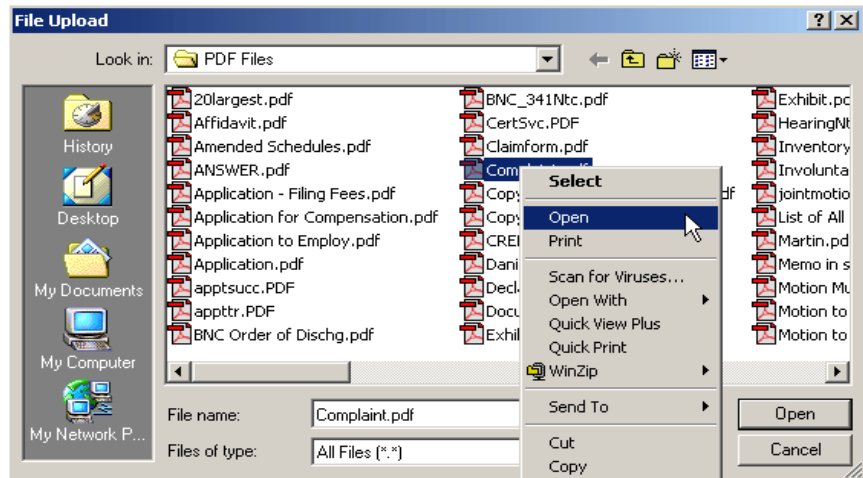


Figure 16b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the File Upload dialogue box. (See Figure 16c.)

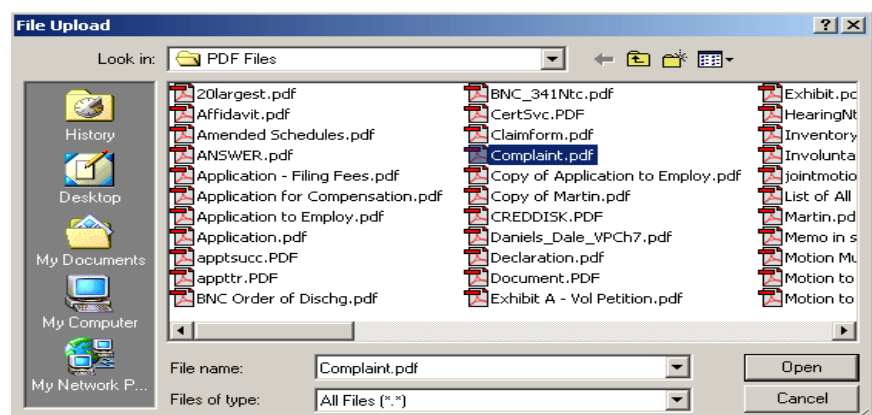


Figure 16c

- ◆ The **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box. (See Figure 16d.).

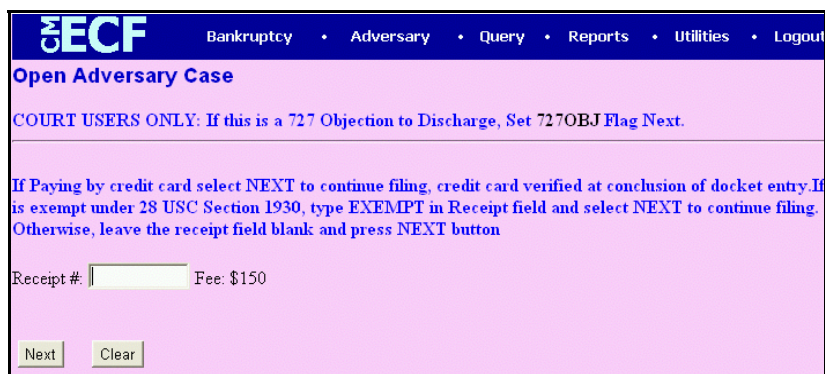


The screenshot shows the 'Open Adversary Case' web form. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the title 'Open Adversary Case' is displayed. The main content area contains the instruction 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a 'Filename' label above a text input field containing the path 'C:\Data\From O on Lynx\PDF Files\Co'. To the right of the input field is a 'Browse...' button. Below the input field, there is a label 'Attachments to Document:' followed by two radio buttons: 'No' (which is selected) and 'Yes'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 16d

- ◆ There will be no attachments in this exercise. Attachments will be covered in another lesson. Therefore, leave the radio button indicating No.
- ◆ Click **[Next]** to continue.

STEP 17 The **FILING FEE** screen will display prompts for fee and receipt information. (See Figure 17.)



The screenshot shows the 'Open Adversary Case' web form with a pink background. The navigation bar is the same as in Figure 16d. Below the navigation bar, the title 'Open Adversary Case' is displayed. A message in blue text reads: 'COURT USERS ONLY: If this is a 727 Objection to Discharge, Set 727OBJ Flag Next.' Below this message, there is a paragraph of text: 'If Paying by credit card select NEXT to continue filing, credit card verified at conclusion of docket entry. If is exempt under 28 USC Section 1930, type EXEMPT in Receipt field and select NEXT to continue filing. Otherwise, leave the receipt field blank and press NEXT button'. Below this text, there is a label 'Receipt #' followed by a text input field and a label 'Fee: \$150'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 17

NOTE: You may see a displayed message such as the one in figure 17 for **COURT USERS ONLY**: Disregard this message.

- ◆ If the filing fee is exempted or deferred enter the word EXEMPT into the receipt number prompt box. Otherwise, leave this box blank.
- ◆ The Fee Amount defaults to the amount of the complaint filing fee, \$150.00.
- ◆ Click **[Next]** to continue.
- ◆ The following screen may appear. (See Figure 18.) Click **[Next]**.



Figure 18

STEP 18 The **FINAL DOCKET TEXT** screen displays. (See Figure 19.)

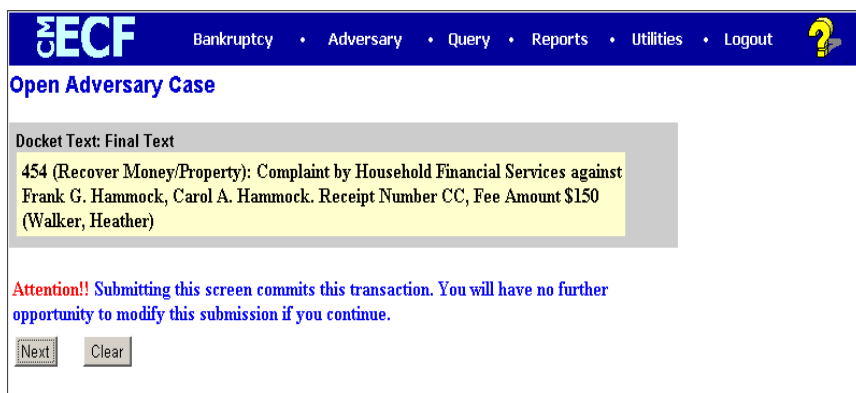


Figure 19

- ◆ Proof this screen carefully! No further editing in the case opening process is allowed after this screen. If Docket Text is correct, click **[Next]**.
- ◆ If any part of it is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

NOTE: When an adversary case is opened, the complaint information is spread over to the main bankruptcy case. (The case number does not appear in the docket text.)

When the judgment is rendered, the ruling will also spread over to the main bankruptcy case.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Adversary** hyperlink on the **Menu Bar**.

STEP 19 The **NOTICE OF ELECTRONIC FILING** screen appears. (See Figure 20a.)

The screenshot displays the 'Open Adversary Case' screen in the ECF system. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main heading is 'Open Adversary Case'. Below this, it identifies the 'U.S. Bankruptcy Court' and the 'Systems Deployment and Support Division'. A 'Notice of Electronic Filing' section states that a transaction was received from Walker, Heather on 9/6/2002 at 2:38 PM CDT and filed on 9/6/2002. It lists two cases: Case Name: Household Financial Services v. Hammock et al, Case Number: 1:02-ap-1004, Document Number: 1; and Case Name: Frank G. Hammock and Carol A. Hammock, Case Number: 1:02-bk-10069, Document Number: 12. The 'Docket Text' section shows a complaint by Household Financial Services against Frank G. Hammock and Carol A. Hammock, with a receipt number CC, fee amount \$150, and the filer Walker, Heather. It also lists associated documents with their original filenames and electronic document stamps. Finally, it lists electronic mailings for both cases, including the names and email addresses of the filers and the trustee.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary Case

U.S. Bankruptcy Court
Systems Deployment and Support Division

Notice of Electronic Filing

The following transaction was received from Walker, Heather entered on 9/6/2002 at 2:38 PM CDT and filed on 9/6/2002

Case Name: Household Financial Services v. Hammock et al
Case Number: [1:02-ap-1004](#)
Document Number: [1](#)
Case Name: Frank G. Hammock and Carol A. Hammock
Case Number: [1:02-bk-10069](#)
Document Number: [12](#)

Docket Text:
454 (Recover Money/Property): Complaint by Household Financial Services against Frank G. Hammock, Carol A. Hammock. Receipt Number CC, Fee Amount \$150 (Walker, Heather)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: O:\ECF_Students\PDF Files\Complaint.pdf
Electronic document Stamp:
[STAMP bkccfStamp_ID=981735245 [Date=9/6/2002] [FileNumber=7643-0] [6c8e245e2c6e2c03eac8223a26024e2127454208169f6a60aa61a4688d8ece5a40ca1eccfdca4e691a037ec24db5d32ef9d27699cc48fcd37cdfe49d806029c]]
Document description: Main Document
Original filename: O:\ECF_Students\PDF Files\Complaint.pdf
Electronic document Stamp:
[STAMP bkccfStamp_ID=981735245 [Date=9/6/2002] [FileNumber=7644-1] [448a52c528341df51900b491eefb0b36a74cc63cad58351a0a27c98dc1162e002abc8e76ca0425d06d99391f069526dbb8dc22ce8f965acc258a84584c120c6]]

1:02-ap-1004 Notice will be electronically mailed to:
Heather J. Walker walkerh@atty.net

1:02-ap-1004 Notice will not be electronically mailed to:

1:02-bk-10069 Notice will be electronically mailed to:
William W. Thompson wwthompson@trustee.net,
George T. Walker gtwalker@atty.net
Heather J. Walker walkerh@atty.net

Figure 20a

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- ◆ The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image. Clicking on either of these links will bring up the PACER login screen. **(See Figure 20c). The case number of both this adversary and the lead bankruptcy case appear.** This indicates that this complaint entry has spread to the bankruptcy case and will be available to anyone reviewing the Bankruptcy Docket report. The hyperlink to the imaged PDF complaint is also accessible from the bankruptcy case.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6836 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Login Reset

Figure 20c

- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu
- ◆ Trustee and Attorney users will have access to the **Notice of Electronic Filing** at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system. **(See Figure 20c.)**

- ◆ Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. (**See Figure 20b.**) Clicking on this bullet will display a copy of this notice. Attorney users will be presented with a PACER login screen first.


Filing Date	#	Docket Text
09/06/2002	 1	454 (Recover Money/Property): Complaint by Household Financial Services against Frank G. Hammock, Carol A. Hammock. Receipt Number CC, Fee Amount \$150 (Walker, Heather) (Entered: 09/06/2002)

Figure 20b

- ◆ When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

*****NOTE TO PUBLIC ACCESS USERS*****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

Submission of Summons for Court Issuance

After an Adversary Proceeding has been opened, you will need to prepare a Summons for each defendant listed in the complaint. A blank summons form is available from the Clerk's Office or in the **Forms** section of the Court's website. A prepared summons may be submitted to the Court for the Court to issue electronically.

STEP 1 Click on the **Adversary** hyperlink on the CM/ECF Main Menu. (See **Figure 1**)



Figure 1

STEP 2 Click the **Complaint & Summons** hyperlink on the Adversary Events screen. (See **Figure 2**)



Figure 2

- STEP 3** The **Case Number** screen displays the last case number used in this CM/ECF session. If this is the correct case, accept it by clicking **[Next]**. Otherwise, enter the correct case number in YY-NNNN format and click **[Next]**. (See Figure 3)

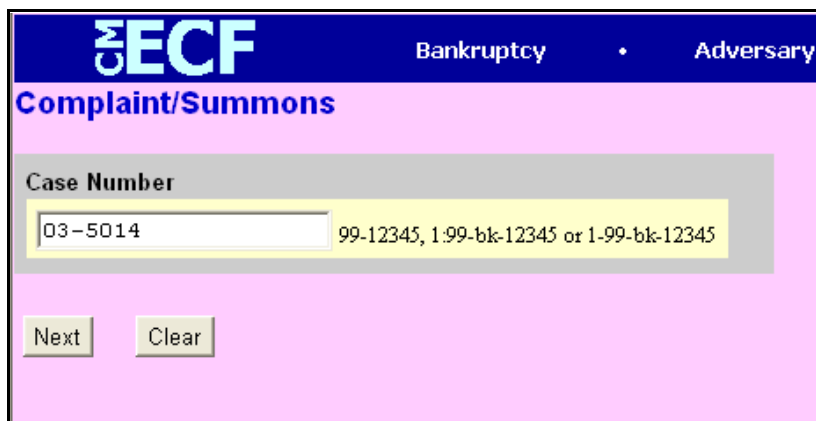
The screenshot shows the CM/ECF interface with a blue header bar containing the logo and the text "Bankruptcy" and "Adversary". Below the header, the title "Complaint/Summons" is displayed in blue. The main area has a light pink background. A grey box labeled "Case Number" contains a text input field with "03-5014" and a hint text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

Figure 3

- STEP 4** Select the **Unissued Summons** event from the Event Selection screen. (See Figure 4)

The screenshot shows the CM/ECF interface with a blue header bar containing the logo and the text "Bankruptcy" and "Adversary". Below the header, the title "Complaint/Summons" is displayed in blue. The main area has a light pink background. A blue link "3:03-ap-05014 Sears v. Easter et al" is visible. Below the link is a list box containing the following options: "Counterclaim", "Crossclaim", "Notice of Removal", "Registration of Foreign Judgment", "Summons Service Executed", "Summons Service Unexecuted", "Third-Party Complaint", and "Unissued Summons". The "Unissued Summons" option is highlighted. Below the list box are two buttons: "Next" and "Clear".

Figure 4

- ◆ Click **[Next]**.

STEP 5 The PDF Document Selection screen will display. (See Figure 5)

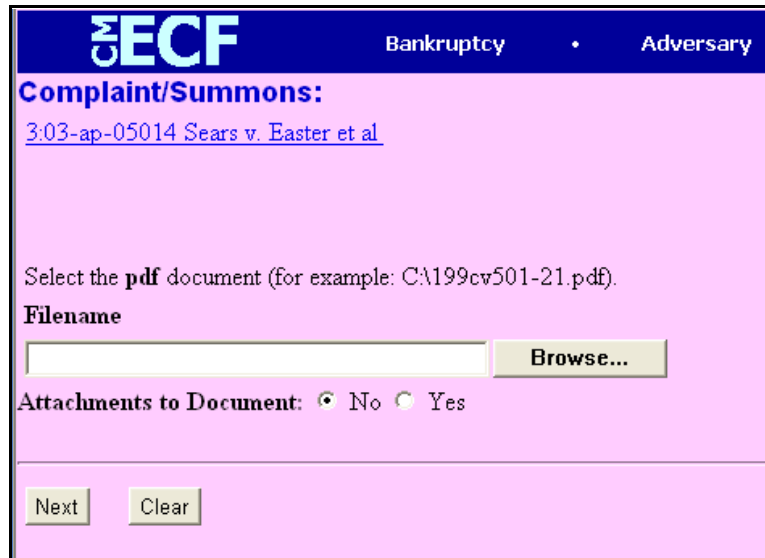


Figure 5

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the file name with your mouse and select **Open**. (See Figure 5a.)

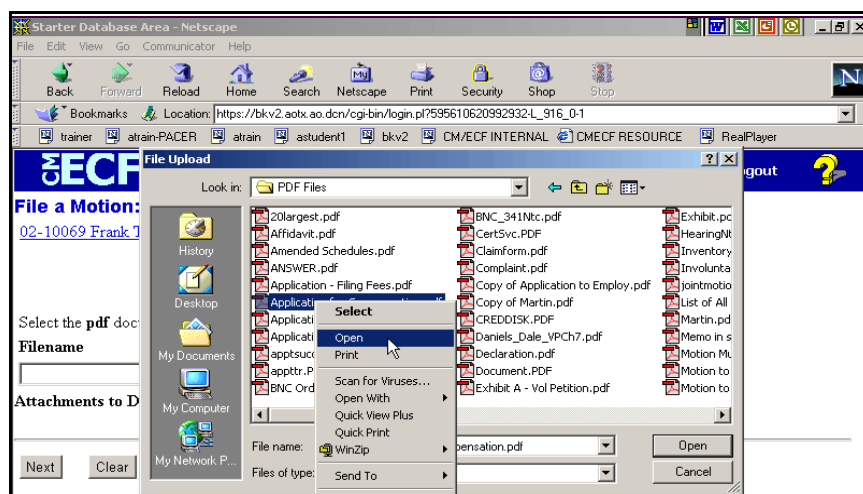


Figure 5a

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application if that is the correct file, click **[Open]** on the FILE UPLOAD dialogue box. (See Figure 5b.)

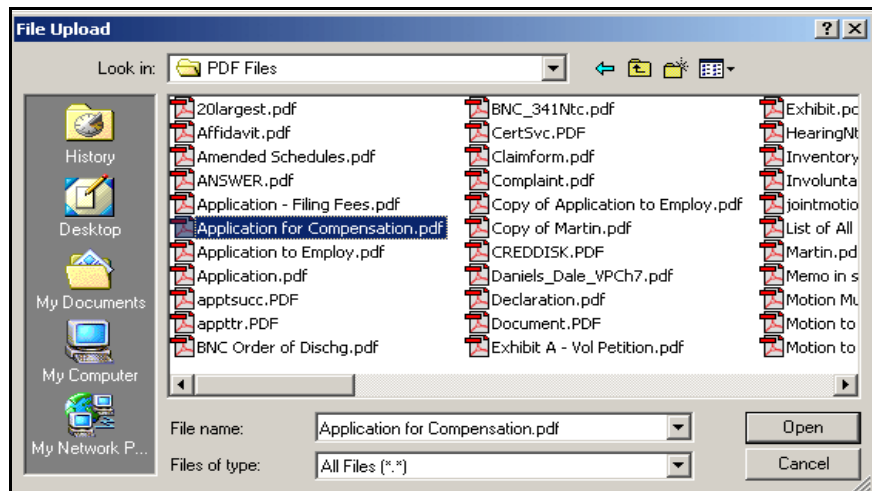


Figure 5b

- ◆ The PDF DOCUMENT SELECTION screen will now show the pathway to the PDF file. (See Figure 5c)

A screenshot of a web form titled "Complaint/Summons:" for case "3:03-ap-05014 Sears v. Easter et al". The form has a pink background. It contains the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)." followed by a "Filename" label. Below this is a text input field containing "H:\ECF Training\Training PDFs\b250a" and a "Browse..." button. There is a section for "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom are "Next" and "Clear" buttons.

Figure 5c

- ◆ Click **[Next]**.

- STEP 6** You will now be prompted to enter the name of the defendant listed on the summons. (See Figure 6)

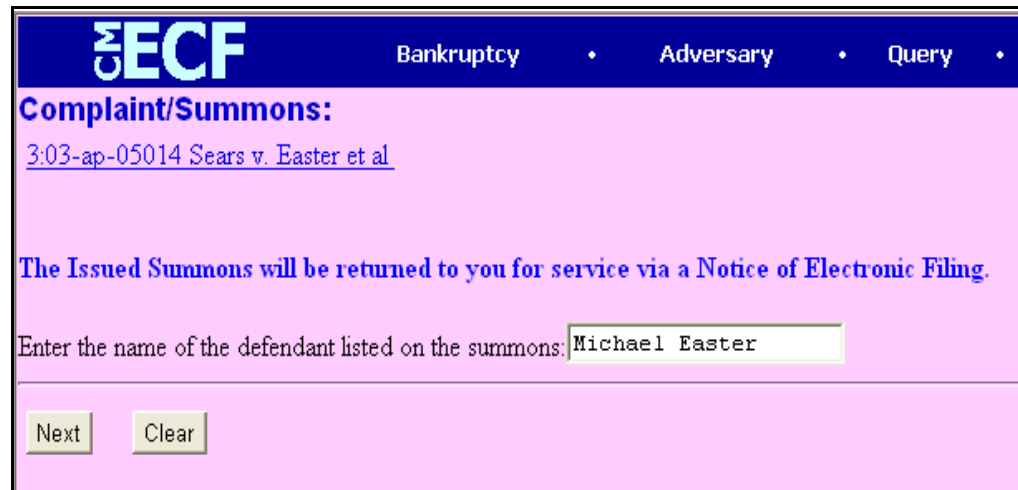


Figure 6

- ◆ Enter the name of the defendant listed on the summons.
- ◆ Click **[Next]**.

- STEP 7** The Final Docket Text screen will now be presented. (See Figure 7)

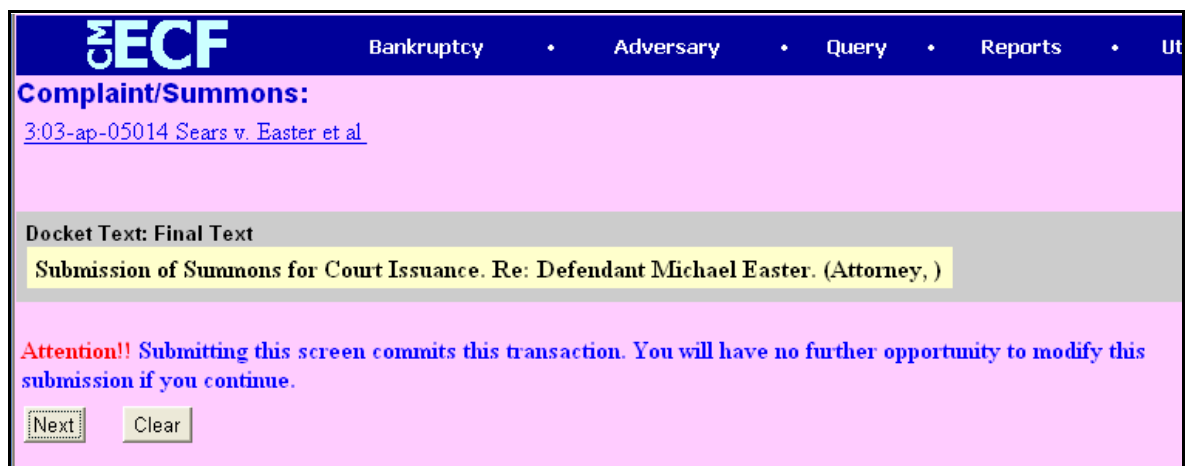


Figure 7

- ◆ Verify the final docket text. Read the **Attention!!** Message and proceed.
- ◆ If correct, click **[Next]**.

STEP 8 The Notice of Electronic Filing will be generated and displayed.

The Court will review the submitted summons and issue the same. When completed, the summons will be returned to you via a Notice of Electronic Filing. Once you have received the Notice of Electronic Filing, click on the document number hyperlink to open the issued summons. The summons may now be printed out and served.

Once the summons has been served a Certificate of Service should be filed using the Summons Service Executed docketing event.

Answer to Complaint *For Attorneys*

This process shows the steps and screens required for an attorney to electronically file the answer to a complaint in an adversary case. For this lesson, we'll assume that you are logged in to the CM/ECF system as the attorney George T. Walker.

- STEP 1** Click on the Adversary hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)

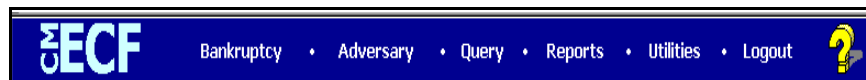


Figure 1

- STEP 2** The **ADVERSARY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click on the Answers... hyperlink.

- STEP 3** The next screen lists two menu selections for Answers.
(See Figure 3.)

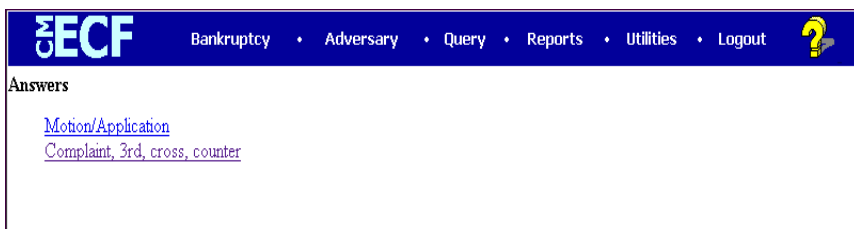


Figure 3

Motions/Applications, refers to documents filed in response to a motion or application, such as an objection, reply or response.

Complaint, 3rd, cross, counter refers to documents which are answers to a complaint, third-party complaint, cross-claim, or counterclaim.

- ◆ For this lesson, we are docketing the answer to the original complaint, so click on Complaint, 3rd, cross, counter.

NOTE: Third-party complaint, cross-claim, and counterclaims are covered later in this event.

- STEP 4** The **CASE NUMBER** screen displays (See Figure 4). The system will display the number of the last case you accessed in this session.

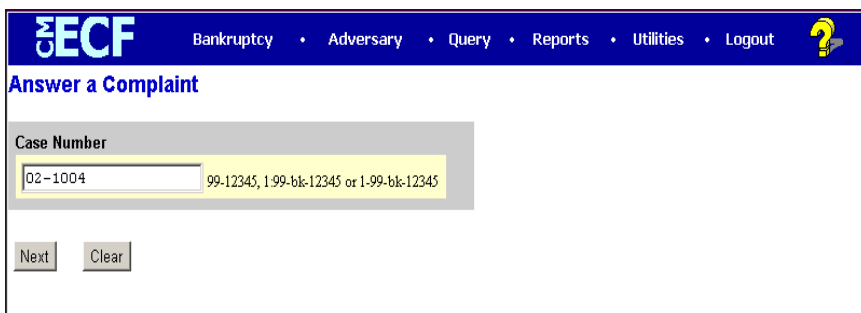


Figure 4

- ◆ If the displayed case number is the case number you want, just leave it entered. If it isn't, enter the desired **case number** in the format YY-NNNN.
- ◆ Click **[Next]**.

- STEP 5** The system will then display a screen to verify the event and case you are docketing. (See Figure 5.)

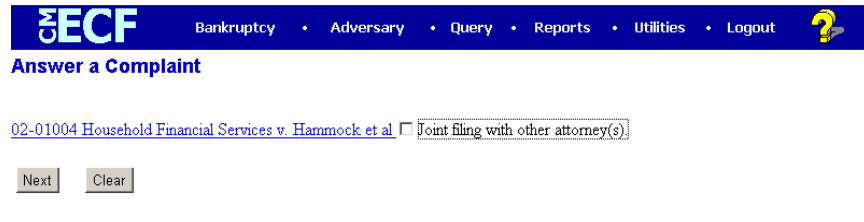


Figure 5

- ◆ If you are filing this answer jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If the information is correct, click **[Next]**.

- STEP 6** The **SELECT PARTY** screen appears and displays all of the parties currently in the case. (See Figure 6.)



Figure 6

- ◆ Click on the defendant(s) for whom this answer is being filed, then click **[Next]**.

STEP 7 The **PARTY/ATTORNEY ASSOCIATION** screen displays. (See Figure 7.)

The screenshot shows the ECF system interface with a blue header bar containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the page title is 'Answer a Complaint'. The main content area contains the following text: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. There are two checked checkboxes: 'Hammock, Carol(pty.dft) represented by Walker, George (aty)' and 'Hammock, Frank(pty.dft) represented by Walker, George (aty)'. At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 7

- ◆ Although you have selected the party whom you are representing, the system doesn't automatically make that association. Therefore, you must click in the check box to create this link. Click in the check box, then click **[Next]**.

STEP 8 The Complaint screen displays next. (See Figure 8.)


The screenshot shows the ECF system interface with the same blue header bar. The page title is 'Answer a Complaint'. The main content area contains a table with the following columns: 'Include', 'Date', '#', and 'Docket Text'. There is one row with a checked checkbox in the 'Include' column, the date '09/06/2002', the number '1', and the docket text '454 (Recover Money/Property): Complaint by Household Financial Services against Frank G. Hammock, Carol A. Hammock. Receipt Number CC, Fee Amount \$150 (Walker, Heather)'. At the bottom of the form are 'Next' and 'Clear' buttons.


Figure 8

- ◆ This screen shows the complaint (and possibly other related events) in the case. It allows you to link the answer to the complaint. Click in the check box to link the appropriate complaint, then click **[Next]**.

STEP 9

The **PDF DOCUMENT** screen will then be presented.
(See Figure 9a.)



Bankruptcy • Adversary • Query • Reports • Utilities • Logout 

Answer a Complaint

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next

Clear

Figure 9a

- ◆ To associate the imaged document with this entry:
- Click **[Browse]**. In the **File Upload** window change **Files of type:** to **All Files (*.*)** Navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 9b.)

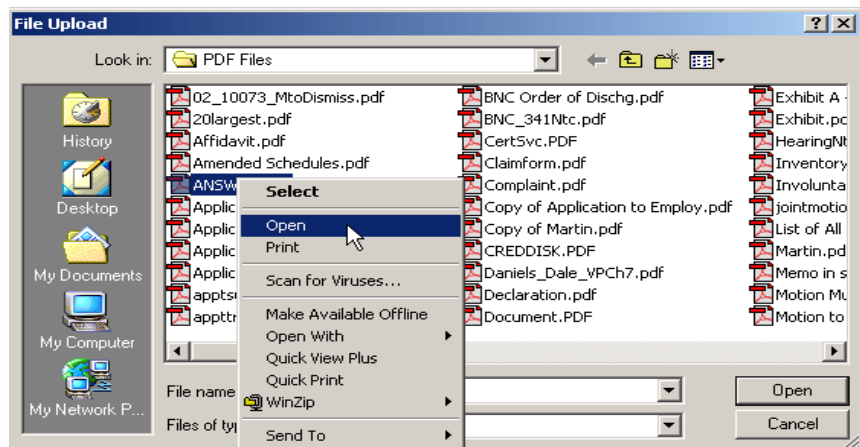


Figure 9b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 9c.)

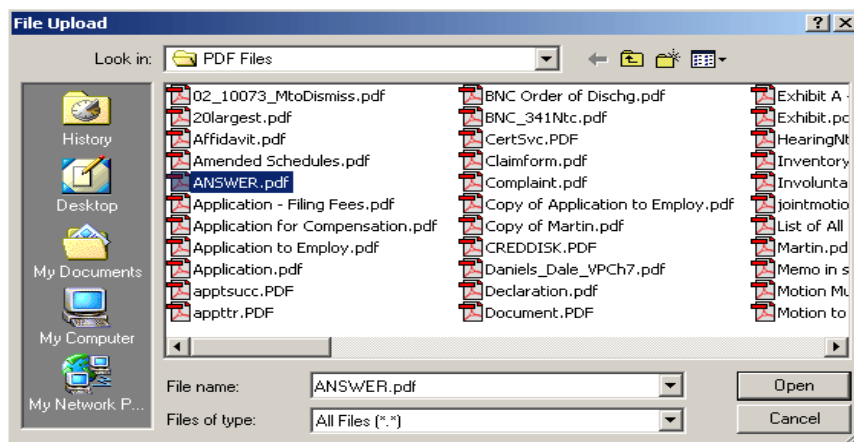


Figure 9c

- The system will enter the path and name of the PDF document selected into the Filename field. See (Figure 9d.)

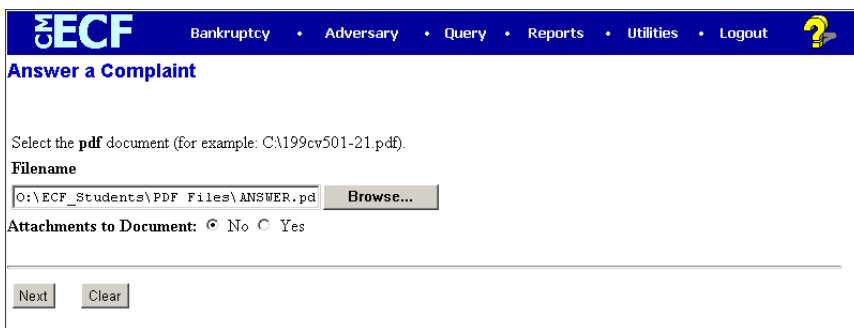


Figure 9d

- Click [Next].

- STEP 10** The next screen provides secondary complaints to be addressed. (See Figure 10.) This screen provides the option of combining the answer with another claim.



Figure 10

- ◆ Indicate whether this answer includes a third-party complaint, a cross-claim, and/or a counterclaim by checking the appropriate box(es), then click **[Next]** to continue.
- ◆ If this answer contains no other claims, leave the check boxes unchecked and click **[Next]** to continue.

NOTE: If you check one of the check boxes, the system will lead you through entering the information regarding the new claimant.

- STEP 11** The **FINAL TEXT EDITING** screen displays. (See Figure 11.)

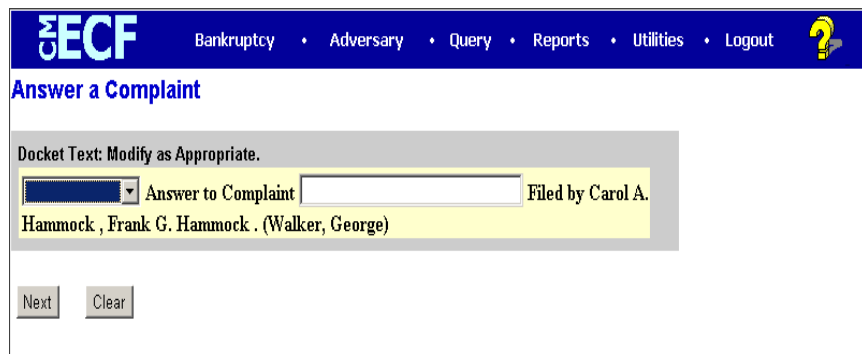


Figure 11

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.

- ◆ To abort or restart the transaction, click on the Adversary hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ If appropriate, select a prefix from the drop-down box and/or add text to the entry. Any text added here will appear in italics on the docket sheet. When the docket text is correct, click **[Next]** to continue.

STEP 12 The **FINAL DOCKET TEXT** screen displays. (See Figure 12.)

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Answer a Complaint

Docket Text: Final Text

Answer to Complaint Filed by Carol A. Hammock, Frank G. Hammock. (Walker, George)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

Figure 12

- ◆ Read the **Attention!!** message. If you are ready to submit this transaction click **[Next]**.

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 13.)

The screenshot shows the PACER 'Answer a Complaint' screen. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the bar, the page title is 'Answer a Complaint'. The main content area is titled 'U.S. Bankruptcy Court' and 'Systems Deployment and Support Division'. It displays a 'Notice of Electronic Filing' for a transaction received from Walker, George T. on 9/11/2002. The case name is 'Household Financial Services v. Hammock et al', the case number is '1:02-ap-1004', and the document number is '3'. The docket text states 'Answer to Complaint Filed by Carol A. Hammock, Frank G. Hammock. (Walker, George)'. It also lists associated documents and provides an electronic document stamp with a long alphanumeric string. At the bottom, it states '1:02-ap-1004 Notice will be electronically mailed to:' followed by email addresses for George T. Walker and Heather J. Walker.

Figure 13

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the answer has been submitted by the defendant(s).
- ◆ Clicking on the case number hyperlink, 1:02-ap-1004 (the case number may also appear as YY-NNNN as in 02-1004) will display the PACER login screen. After logging into PACER, the docket report screen will appear.
- ◆ Clicking on the document number hyperlink will display the PACER login screen. After logging into PACER, the PDF document will appear.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

CM/ECF QUERIES

The CM/ECF Queries functions allows court users, as well as external users, to search for and obtain information about a case ranging from names and addresses of parties to docket reports and calendar information. External users must have a PACER account to access case information through Queries. PACER fees will apply as appropriate.

The Queries category function in CM/ECF is composed of screens and prompts which are designed to be user-friendly. Queries has its own section in CM/ECF and all of the available queries functions can be accessed by first clicking on the queries link in the CM/ECF application bar. **(See Figure 1)**



Figure 1

The PACER login screen will be displayed. **(See Figure 2)**

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>
<input type="button" value="Login"/>	<input type="button" value="Clear"/>

Figure 2

Then, enter the case number or name search clues to pull up the case being queried. (See Figure 3)

The screenshot shows the ECF Query interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, and Reports. Below this is a pink header area with the word 'Query' in blue. The main content area is yellow and contains a 'Search Clues' section with several input fields: Case Number (with example 99-80013), Last Name (with examples Desoto, Des*t), First Name, Middle Name, SSN, Tax ID, and a Type dropdown menu. At the bottom of the search area are two buttons: 'Run Query' and 'Clear'.

Figure 3

NOTE: If there are multiple case matches, you will need to select the correct name and/or case before the queries screen will display. (See Figure 3a & 3b)

The screenshot shows the 'Select A Person' screen. It has a blue navigation bar with links for Adversary, Query, and Reports. The header is pink and says 'Select A Person'. Below the header, it states 'There were 6 matching persons.' and lists six names with their roles in parentheses: Easter, Betty (pty), Easter, Bubba (pty), Easter, George N (pty), Easter, Joe (pty), Easter, Michael (pty), and Easter, Rebecca (pty). Each name is a blue hyperlink.

Figure 3a

The screenshot shows the 'Select A Case' screen. It has a blue navigation bar with links for Bankruptcy, Adversary, Query, Reports, and Utilities. The header is pink and says 'Select A Case'. Below the header, it states 'This person is a party in 2 cases.' and lists two cases with their case numbers, names, and filing dates: 3:03-ap-03032 Spaeth v. Easter filed 10/03/03, and 3:03-bk-30194 George N Easter and Betty Easter filed 10/01/03. Each case number is a blue hyperlink.

Figure 3b

- ◆ This screen will appear each time you request a report or query within PACER.
- ◆ After you enter your PACER login and password (and a client code, if desired) click on [Login].

The Queries screen will then be displayed. **(See Figure 4)**

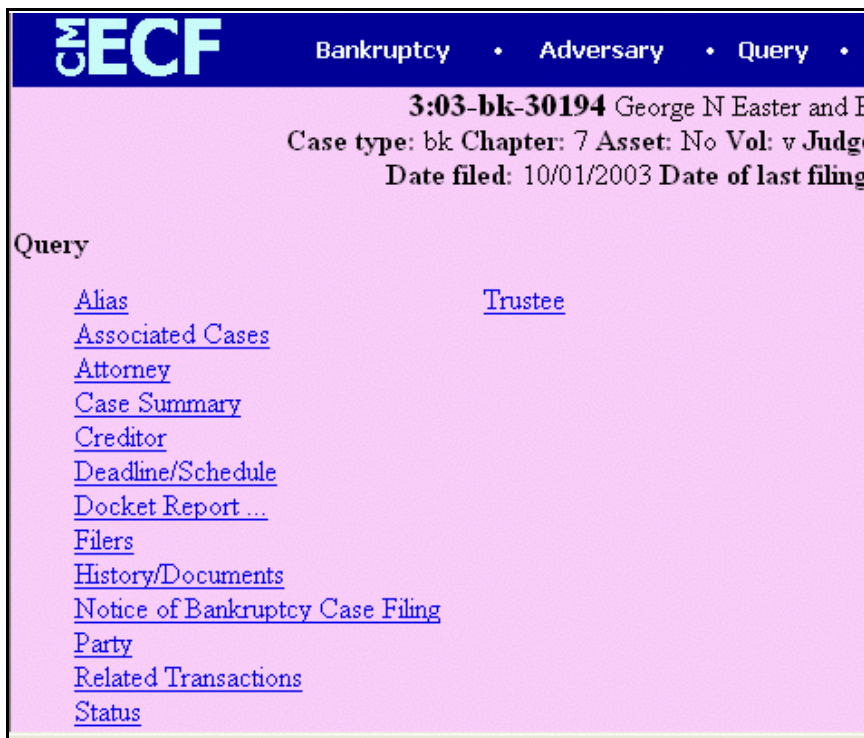


Figure 4

The various options available through the Queries category are as follows:

Aliases: This function will allow the user to view all aliases listed for the parties in the case.

Associated Cases: When using the query option, all cases and proceedings related to the selected case will be displayed. BY clicking on the case number of any listed case, the user will be able to view the docket sheet for the related case (e.g., adversary proceeding, consolidated case).

Attorneys: This function displays attorney name and address information for each party in the case, and also displays the date the attorney appeared in the case and the party's full name and address.

Case Summary: The Case Summary option provides a one-screen overview of some of the basic information from the case record, including Trustee information, statistical information, case status, and the disposition of the case.

Creditors: The Creditors option will display a single-column list of all creditors associated with the case.

Deadlines/Hearings: This function will allow the user to run a listing of all deadlines that have been set in a selected case. The table will list the following information: the name of the deadline, what document number is associated with the deadline, the date the deadline was entered into the computer, the date for which the deadline is/was set, and the date satisfied or terminated, if applicable.

Docket Report: When using this function, the user will be taken to the Docket Report selection screen, and after selecting the appropriate criteria, the docket sheet will display. This is only one way in which to access the docket report; the report can also be produced by clicking on the case number hyperlink on any screen on which it is displayed.

Filers: The Filers function will list all parties in a case who have filed documents. By clicking on a name listed on the screen, the user can see a listing of all documents filed by that party.

History/Documents: This option will produce the docket history for the case. Unlike the docket report, this can be modified to run for a selection of dates, although an option for only events with documents attached is available.

Notice of Bankruptcy Case Filing: The Notice of Bankruptcy Case Filing is the proof of the filing of the case. It includes the date and the time the case was filed, a list of recipients who received notice electronically, and the Court seal.

Parties: Selecting this option will list parties associated with the case.

Related Transactions: The Related Transactions report will sort all events in this case according to their linkage. For example, a motion and objection will be grouped together even if they were filed a month apart because they are related to each other.

Status: When selecting this function, the user will be able to view the current status of the case.

Trustee: By clicking on the Trustee option, the name and address of the current Trustee will be displayed, along with the date on which he or she was assigned.

Cases Report

For Trustees and Attorneys

This lesson describes the Cases Report and how it can be generated. The Cases report presents information from the court's database with a variety of selection criteria for case management and tracking.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 Click on the Reports hyperlink on the CM/ECF Main Menu (See Figure 1.)

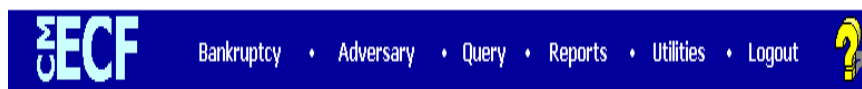


Figure 1

STEP 2 The **REPORTS** screen displays with a list of reports that can be generated (See Figure 2.)



Figure 2

◆ Click on the Cases hyperlink.

STEP 3

The **PACER LOGIN** screen displays (See Figure 3).

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6836 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Figure 3

NOTE: The Public Access to Court Electronic Records (PACER) program provides access to CM/ECF users. Logins and passwords can be issued by registration with the PACER Service Center. Current PACER logins and passwords will be accepted by the CM/ECF system. Note the information that is provided to the user on the screen above.

- ◆ Enter your PACER assigned **Login** and **Password** (These fields are case sensitive).
- ◆ Enter the **Client Code**. This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared. To change the client code within a session, go to Change Client Code under the Utilities Menu.

- ◆ Click on the **[Login]** button.

STEP 4 The **CASES REPORT** selection screen displays. (See Figure 4.)

Figure 4

- ◆ The following fields are available for selecting/entering criteria for generating the Cases Report:
- **Office** – Allows you to specify the divisional office activity you want cases to be included on the report. The default is all offices.
 - **Case Type** – The choices are **ap** - Adversary Proceedings or **bk** - Bankruptcy. The default is all cases.
 - **Chapter** – Cases can be selected by Chapter **7, 9, 11, 12, 13, or 304**. The default is all chapters.
 - **Trustee** - Allows you to limit case information by trustee. The default is all trustees
 - **Date Type** – Allows you to specify which date is used when generating the report. The choices are **Filed, Entered, Discharged, Dismissed, Closed, or Converted**. The default is Filed Date.
 - **From/To** – Enter a beginning and/or ending date. Default dates will vary and will be set by your local court. For one day's activity, the dates should be the same in both fields. Enter dates by MM/DD/YY or MM/DD/YYYY.
 - **Open cases** – You can restrict activity by open or closed cases. A check mark is defaulted in this box.
 - **Closed cases** – The option to include or exclude closed cases is available. The default in this box is no Closed cases.

- **Party information** – Placing a check mark in this box will allow you to include additional party information along with each party(s) name (i.e., address, SSN, and TAX ID).
- **Sort by** – Allows you to select up to three sorting order sequences for the report. The choices are **Filed Date**, **Entered Date**, **Case Number**, **Case Type**, **Office** or **Trustee**. The default is Filed Date.

◆ The **[Clear]** button will reset all fields to their default values.

◆ After entering your criteria, click on the **[Run Report]** button.

STEP 5 The **CASES REPORT** displays next. (See Figure 5a.) All reports can be printed by clicking on the browser's Print button.



<div>  Query • Reports • Utilities • Logout  </div>						
Cases Report for 09/04/2002 U.S. Bankruptcy Court Systems Deployment and Support Division						
Case No. Related Case Info	Tp	Ch	Party Info	Judge Trustee	Dates	Other Info
00-10052	bk	11	Household Finance and IRS	Anderson	Filed: 09/19/2000	Office: Pleasantville Asset: No Fee: Paid
00-10053	bk	11	Pace Picante Sauces, Inc.	Anderson	Filed: 09/20/2000	Office: Pleasantville Asset: No Fee: Paid
00-01032 Lead BK: 00-10029 Sam Redwood Chapter: 7	ap		Pneumatic Networks, Inc. v. Reed	Anderson	Filed: 09/21/2000	Office: Pleasantville
00-01033 Lead BK: 00-10029 Sam Redwood Chapter: 7	ap		Universal Mortgage v. Villa	Anderson	Filed: 09/22/2000	Office: Pleasantville

Figure 5a

◆ The following information will be displayed on the Cases Report:

- **Case No./Related Case Info** – Displays the assigned case number, chapter, and debtor. Clicking on the case number hyperlink will allow you to generate a Docket Report.

If the Case Type is an Adversary Proceeding (**ap**), the “Lead” case number appears beneath the adversary case number hyperlink.

- **Tp (Type Proceeding)** – Displays either **ap** or **bk**.

- **Ch** (Chapter) – Displays either **7, 9, 11, 12, 13**, or **304**.
- **Party Info** – Displays the debtor (and joint debtor) information for bankruptcy cases. Plaintiff information will also be displayed for **ap** cases.
- **Judge/Trustee** – If there is a trustee on a bankruptcy case, the name appears directly below the judge's name.
- **Dates** – Date information will include the dates the proceedings were either **Filed, Converted, Dismissed, Discharged, Closed**, or **Entered**.
- **Other Info** – Other information may include the divisional office, asset designation, and fee status.

- ◆ A Transaction Receipt will be displayed at the end of the report summarizing the criteria used, the number of cases that were included, and number of billable pages. (See Figure 5b.)

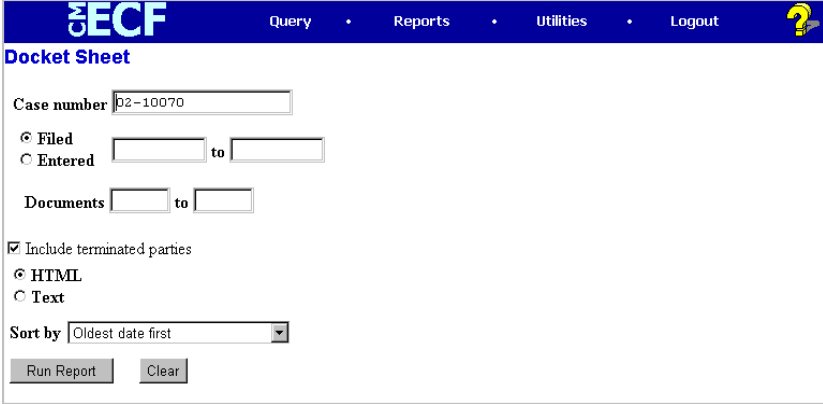
Total Number of Cases Reported: 167

Open Cases Only

PACER Service Center			
Transaction Receipt			
09/04/2002 14:56:16			
PACER Login:	ao0033	Client Code:	
Description:	Cases Filed Rpt		
Billable Pages:	6	Cost:	0.42

Figure 5b

- ◆ Clicking on any of the Case Number hyperlinks will display the **DOCKET SHEET** screen, allowing you to enter criteria for generating the Docket Report. (See Figure 5c.)



The screenshot shows the 'Docket Sheet' form within the CM/ECF system. The form has a blue header with the 'ECF' logo and navigation links: Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right corner. The form itself is white and contains the following fields and options:

- Case number:** A text input field containing '02-10070'.
- Filed/Entered:** Two radio buttons. 'Filed' is selected. To the right are two empty text input fields separated by the word 'to'.
- Documents:** Two empty text input fields separated by the word 'to'.
- Include terminated parties:** A checked checkbox.
- Format:** Two radio buttons. 'HTML' is selected. 'Text' is also an option.
- Sort by:** A dropdown menu currently showing 'Oldest date first'.
- Buttons:** 'Run Report' and 'Clear' buttons at the bottom.

Figure 5c

NOTE: Refer to the **DOCKET REPORT** module for more information on the Docket Report.

Docket Report

For Trustees and Attorneys

This lesson describes the public Docket Report, sometimes called a Docket Sheet, and how it can be generated.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 After you have logged in to CM/ECF, click on the Reports hyperlink on the CM/ECF Main Menu (See Figure 1).

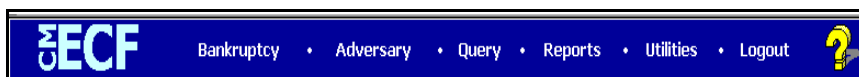


Figure 1

STEP 2 The **REPORTS** screen displays, with a list of reports that can be generated (See Figure 2).



Figure 2

◆ Click on the Docket Report hyperlink.

STEP 3 The **PACER LOGIN** screen displays (See Figure 3).

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Figure 3

NOTE: Access to any CM/ECF queries or reports by non-court users must be through the Public Access to Court Electronic Records (PACER) program. If you have not done so already, you must register with the PACER Service Center to be given a login and password. Note the information that is provided to users on the screen above.

- ◆ Enter your **PACER Login** and **Password**. (These fields are case sensitive).
- ◆ Enter the **Client Code** (optional). This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared.

- ◆ Click on the **[Login]** button.

STEP 4 The **DOCKET REPORT** selection screen displays (See Figure 4).

The screenshot shows the 'Docket Sheet' selection screen in the CM/ECF system. The header bar is blue with the 'ECF' logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right. The main content area is white and contains the following fields and options: 'Case number' with a text input field; radio buttons for 'Filed' (selected) and 'Entered'; date input fields for 'to' and 'from'; 'Documents' with a range input field; checkboxes for 'Include terminated parties' (checked) and 'Include links to Notice of Electronic Filing' (unchecked); radio buttons for 'HTML' (selected) and 'Text'; a 'Sort by' dropdown menu set to 'Oldest date first'; and 'Run Report' and 'Clear' buttons at the bottom.

Figure 4

◆ The following fields are available for selecting/entering criteria for generating the Docket Report:

- **Case number** – The number of the last case you accessed during the current CM/ECF session appears automatically. Type another case number if you want to view the docket report for a different case. This is a required field.
- **Entered/Filed** – To limit which entries are shown by date, select either “Entered” (when the entry was recorded by the court in CM/ECF) or “Filed” (when the document was filed).

Enter the start and stop date in the format mm/dd/yy or mm/dd/yyyy.

You can enter a start date with no end date, which will include all entries from the date specified onward, or you can enter an end date with no start date, which will include all entries up to the specified date. If no dates are entered, all entries will be selected.

- **Documents** – To limit entries by document number, enter the beginning and ending numbers. This feature enables users to be charged only for the desired data on large cases.
- **Include terminated parties** – A check mark in this box will include any parties that have been terminated from the case. Uncheck the box to show only current parties in the case.

- **Include links to Notice of Electronic Filing** - A check mark in this box will cause the docket sheet to include a “silver ball” link back to a copy of the Notice of Electronic Filing that was created when the event was originally filed.
- Preferred format:
 - HTML** - Format for Netscape or other ISP (Internet Service Provider) e-mail service. Hyperlink provided.
 - OR
 - TEXT** - Format for cc:Mail, GroupWise, or other non-ISP e-mail service. Hyperlink will not be provided.
- **Sort by** – This selection allows you to sort the entries in the report by:
 - Oldest date first
 - Most recent date first
 - Document number ascending
 - Document number descending.

These selections can affect the number of pages displayed and PACER charges and may be changed if you are interested only in the most current activity.

- ◆ The **[Clear]** button will reset all fields to their default values.
- ◆ After entering your criteria, click on the **[Run Report]** button.

STEP 5: The **DOCKET REPORT** displays (See Figure 5a):



 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 		
FeeDueINST		
U.S. Bankruptcy Court Systems Deployment and Support Division (Pleasantville) Bankruptcy Petition #: 02-10005		
<i>Assigned to:</i> Charles Anderson <i>Date Filed:</i> 08/27/2002 Chapter 7 Voluntary No asset		
Annie Hall 302 W. Laurel Drive Terrell Hills, TX 78202 SSN: 159-85-9874 Debtor	represented by Henry Herkelmeyer Henry Herkelmeyer and Associates 4501 Main Ave. Suite 120 San Antonio, TX 78201 210-555-4141 Fax : 210-555-4242 Email: henryherk@atty.net	
Julian Mayfair Office of the U.S. Trustee 413 E. Court Street Mobile, AL 33012 Trustee		
Zane Woodring Woodring, Kraft & Miller 142 E. Milk Street Boston, MA 02144 520-555-7841 U.S. Trustee		
Filing Date	#	Docket Text
08/27/2002	1	Chapter 7 Voluntary Petition . Receipt Number cc, Fee Amount \$200 Filed by Annie Hall (Wilson, Dana) (Entered: 08/27/2002)
08/27/2002		First Meeting of Creditors with 341(a) meeting to be held on 10/14/2002 at 09:00 AM at Room 101 U.S. Trustee's Office. Objections for Discharge due by 12/13/2002. (Wilson, Dana) (Entered: 08/27/2002)
08/27/2002	2	Notice of Appearance and Request for Notice by Robin Zenzen Filed by Creditor Design Concepts, Inc. . (Wilson, Dana) (Entered: 08/27/2002)

Figure 5a

NOTE: Any "Case Flags" pertaining to the status of the case will be displayed at the top-right corner of the report. This particular case has one (1) flag indicating that Fee Installment Payments are due.

- Clicking on a "blue" document number hyperlink from the docket report will first display a transaction receipt indicating a billable amount if the user decides to accept the charges and view the PDF document. (See Figure 5b).

Figure 5b

- NOTE:** The opportunity to review charges **FIRST** applies to PDF documents only.
- If you choose to accept the charges, click on the **[View Document]** button to view the associated PDF document and the selected document will be displayed. (See Figure 5c).

(Official Form 1) (9/97)

FORM B1 United States Bankruptcy Court District of		Voluntary Petition
Name of Debtor (if individual, enter Last, First, Middle):		Name of Joint Debtor (Spouse) (Last, First, Middle):
All Other Names used by the Debtor in the last 6 years (include married, maiden, and trade names):		All Other Names used by the Joint Debtor in the last 6 years (include married, maiden, and trade names):
Soc. Sec./Tax I.D. No. (if more than one, state all):		Soc. Sec./Tax I.D. No. (if more than one, state all):
Street Address of Debtor (No. & Street, City, State & Zip Code):		Street Address of Joint Debtor (No. & Street, City, State & Zip Code):
County of Residence or of the Principal Place of Business:		County of Residence or of the Principal Place of Business:
Mailing Address of Debtor (if different from street address):		Mailing Address of Joint Debtor (if different from street address):
Location of Principal Assets of Business Debtor (if different from street address above):		
Information Regarding the Debtor (Check the Applicable Boxes)		
Venue (Check any applicable box) <input type="checkbox"/> Debtor has been domiciled or has had a residence, principal place of business, or principal assets in this District for 180 days immediately preceding the date of this petition or for a longer part of such 180 days than in any other District. <input type="checkbox"/> There is a bankruptcy case concerning debtor's affiliate, general partner, or partnership pending in this District.		
Type of Debtor (Check all boxes that apply) <input type="checkbox"/> Individual(s) <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other _____ <input type="checkbox"/> Railroad <input type="checkbox"/> Stockbroker <input type="checkbox"/> Commodity Broker		Chapter or Section of Bankruptcy Code Under Which the Petition is Filed (Check one box) <input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 9 <input type="checkbox"/> Chapter 11 <input type="checkbox"/> Chapter 12 <input type="checkbox"/> Sec. 304 - Case ancillary to foreign proceeding
Nature of Debts (Check one box) <input type="checkbox"/> Consumer/Non-Business <input type="checkbox"/> Business		Filing Fee (Check one box) <input type="checkbox"/> Full Filing Fee attached <input type="checkbox"/> Filing Fee to be paid in installments (Applicable to individuals only) Must attach signed application for the court's consideration certifying that the debtor is unable to pay fee except in installments. Rule 1006(b). See Official Form No. 3.
Chapter 11 Small Business (Check all boxes that apply) <input type="checkbox"/> Debtor is a small business as defined in 11 U.S.C. § 101. <input type="checkbox"/> Debtor is and elects to be considered a small business under 11 U.S.C. § 1121(a) (Optional)		
Statistical/Administrative Information (Estimates only) <input type="checkbox"/> Debtor estimates that funds will be available for distribution to unsecured creditors. <input type="checkbox"/> Debtor estimates that, after any exempt property is excluded and administrative expenses paid, there will be no funds available for distribution to unsecured creditors.		
Estimated Number of Creditors 1-15 16-49 50-99 100-199 200-999 1000-over <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Estimated Assets \$0 to \$250,000 \$250,001 to \$500,000 \$500,001 to \$1 million \$1,000,001 to \$10 million \$10,000,001 to \$50 million \$50,000,001 to \$100 million More than \$100 million <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Estimated Debts \$0 to \$250,000 \$250,001 to \$500,000 \$500,001 to \$1 million \$1,000,001 to \$10 million \$10,000,001 to \$50 million \$50,000,001 to \$100 million More than \$100 million <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Figure 5c

- ◆ After viewing the PDF document, either click on the **[Back]** icon of your internet browser's tool bar or close Acrobat Reader to return to the previously displayed screen.

NOTE: DO NOT exit out of your document reader by using the Close "X" button at the top-right corner of your screen. This will exit you out of CM/ECF.

- ◆ A separate Transaction Receipt will be displayed at the end of the docket report indicating the number of billable pages for the report. (See Figure 5d).

PACER Service Center			
Transaction Receipt			
09/05/2002 09:26:15			
PACER Login:	ao0055	Client Code:	
Description:	Docket Report	Case Number:	02-10005
Billable Pages:	1	Cost:	0.07

Figure 5d